



DUAL ENROLLMENT (DE) PROGRAM

NEW STUDENT ORIENTATION

[Clayton State University Video](#)

NEW STUDENT ACCOUNT

To activate your new student account go to <https://account.clayton.edu/> and click on

Activate Account

LOGIN difficulties? Contact CSU Technical Support

Phone - 678-466-4357 Email - TheHub@clayton.edu

MS TEAMS Virtually - @TheHub

Account Maintenance

Hi there!

Need to activate your account? Forgot your password?

No problem!

Activate Account

Account Recovery

Change Password

ACCESS YOUR STUDENT RECORDS – *THE DUCK*

1. Go to the CSU website <https://www.clayton.edu/>
2. Select Student Tab at top of the main webpage
3. Click SWAN icon
4. Click DUCK icon and login
<https://selfservice.clayton.edu/login>

Again, the previous slide explains how to login to your DUCK account

- From Main menu choose Student Services **tab**
- Choose Student Records from the list
- Choose View Holds – (next slide)
- Choose Academic History to enter contact info.

REMOVING HOLDS FROM YOUR ACCOUNT

HOLDS PLACED ON YOUR ACCOUNT THAT MUST BE REMOVED BEFORE REGISTRATION

Login to your DUCK Account to view HOLDS <https://swan.clayton.edu/>

After completing the QUIZ, this ORIENTATION is one of the HOLDS that will be removed from your account.

[Remove HOLDS step-by-step video \(click here\)](#)

The most common HOLD is the Registration Agreement HOLD:

1. Login to your CSU DUCK Account Select “Student Services”
2. “Registration”
3. “Build your class schedule”
4. Select current semester and click Submit
5. Verify/edit student info – Submit **(I AGREE)**



The LakerCard

The LakerCard is your student ID for Clayton State. In addition to ID, you can use your LakerCard for spending at vending machines and SmartPrint by depositing funds to your LakerBucks account.

To get started, submit your own LakerCard photo by visiting:

<https://www.clayton.edu/aux-services/laker-card/photo-upload>

Go to LakerCard Online to submit your photo:

<https://lakercard.clayton.edu/>

Log in using your network login and complete the upload process.



The Loch Shop

CSU covers the cost of required textbooks, access codes, and e-books only.

To get started, visit: <https://www.clayton.edu/aux-services/the-loch-shop/>

- **Complete the dual enrollment agreement EACH SEMESTER. Sign and bring the completed form with you when picking up course materials.**
- **Materials must be picked up at the Loch Shop at the Morrow Campus.**
- **Materials MUST BE returned by the last day of final exams.**
- **Please refer to the DE Textbook FAQs for more information.**
- **Your LakerCard or government-issued ID is required at pick-up.**

Shop online with the Loch Shop at: www.lochshop.com

COURSE SCHEDULE & BOOKS

REMEMBER: **YOU** (the STUDENT) MUST remove ALL HOLDS in order to be registered for courses. Your Dual Enrollment Advisor will assist you with registering for courses.

[\(click here\) Remove HOLDS step-by-step video](#)

CSU course listings and prerequisites for courses can be found at:
<https://apps.clayton.edu/courses/schedule/>

Need Books? Find your classwork:
[Click here to learn how to get your books and access your classes](#)

CSU – ACADEMIC CALENDAR

Inside Clayton State for Students



CLASS SCHEDULE



SWAN



ACADEMIC CATALOG



THE HUB



LIBRARY



PAY TUITION



SOFTWARE RESOURCES



FINANCIAL AID



REGISTRAR



AUXILIARY SERVICES



UNIVERSITY CALENDAR



DINING SERVICES

Academic Life

- Academic Calendar
- Library
- University Catalog

Financial Services

- Tuition and Payments
- Scholarship Information
- Financial Aid

Student Life

- Campus Life
- Recreation
- Housing

Campus Services

- Get Emergency Alerts
- Parking
- Dining

The Academic Calendar is a GREAT information source

The calendar includes registration dates, class start dates, add/drop deadlines, exam dates, HOLIDAYS and more.

[Clayton State University Academic Calendar](#)

ADDING OR DROPPING A CLASS

- Dropping or changing your class schedule may affect high school schedule. *** Students MUST see the high school counselor to make any schedule changes.
- ADD / DROP is typically available for 2 - 3 days after the 1st day of CSU college classes. The ADD / DROP periods vary by semester. *Check the academic calendar for specific ADD / DROP dates.*

The academic calendar serves as a primary source of planning for registration dates, class start dates, add/drop, exams and more.

We cannot process drop / add requests over the telephone. The request must be submitted from your CSU college email. Schedule changes must be approved by your high school counselor.

COURSE WITHDRAWAL

- Students that **WITHDRAW** from a class after DROP / ADD will be **INELIGIBLE** from attempting the SAME DE funded course. The student cannot attempt / repeat the same course and receive DUAL ENROLLMENT funding. The attempted hours will count against the 30 hours funding cap.
- Students may only **WITHDRAW** from two courses during the **lifetime** of their Dual Enrollment participation. After the student has reached the two course **WITHDRAWAL**, they cannot return for additional FUNDED courses.

***Satisfactory Academic Progress (SAP) students must maintain a minimum of 2.0 GPA, see link for details

<https://www.clayton.edu/financial-aid/sap>

For more information, visit: [Dual Enrollment New Regulations](#)

DE FUNDING APPLICATION

TUITION PAYMENT FACTS



Log on to www.GAfutures.org and complete the funding application.



The Dual Enrollment application must be completed by the students and parents **ONCE** a year, in order for DE tuition to be paid.



Students who do not complete the annual funding process will receive a bill for their tuition. Incomplete funding applications will require the student to complete the full payment for courses and books.

(I understand)



HELPFUL WEBSITES

Clayton State University Dual Enrollment Program

www.clayton.edu/admissions/dual-enrollment

- **GA Futures (DE Funding Application)** www.gafutures.org/
- **CSU Technical Support (Login Issues)** www.clayton.edu/hub
- **Admissions Office (Application Status)**
<http://www.clayton.edu/admissions/undergraduate-admissions/application-status>
- **University Health Services (Immunization & TB)**
<http://www.clayton.edu/UHS>

DISABILITY RESOURCE CENTER

- The DRC is responsible for ensuring equal access for students with disabilities, this includes Dual Enrolled (DE) students.
- DE students with IEP's or 504 Plans must apply for disability services with the DRC for their college classes.
- Accommodations do not automatically transfer to college classes, and they may look different than high school.

Contact Disability Resource Center at **678-466-5445** or email DRC at **DisabilityResourceCenter@clayton.edu**

COMPLETE ONLINE ORIENTATION QUIZ BY CLICKING THE LINK BELOW

[Link to Orientation QUIZ to remove HOLD](#)



You may refer back to the Orientation Presentation to help with answering the questions on the QUIZ.

After successful completion, your DE Advisor will remove your Orientation Hold.

AGAIN: Refer to the previous slide for links to check the status of your college application.