



DUAL ENROLLMENT (DE) PROGRAM

NEW STUDENT ORIENTATION

MEET YOUR DUAL ENROLLMENT TEAM



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THINGS YOU SHOULD KNOW...

- How to set up your NEW STUDENT ACCOUNT
- Laker Card, Text Books and Parking
- ADD / DROP and Withdrawal
- How to view your DUCK-student records account
- Registration – Steps to remove HOLDS
- SAP Policy and Responsibility
- Campus Policies and Procedures
- Academic Calendar
-and much more

NEW STUDENT ACCOUNT

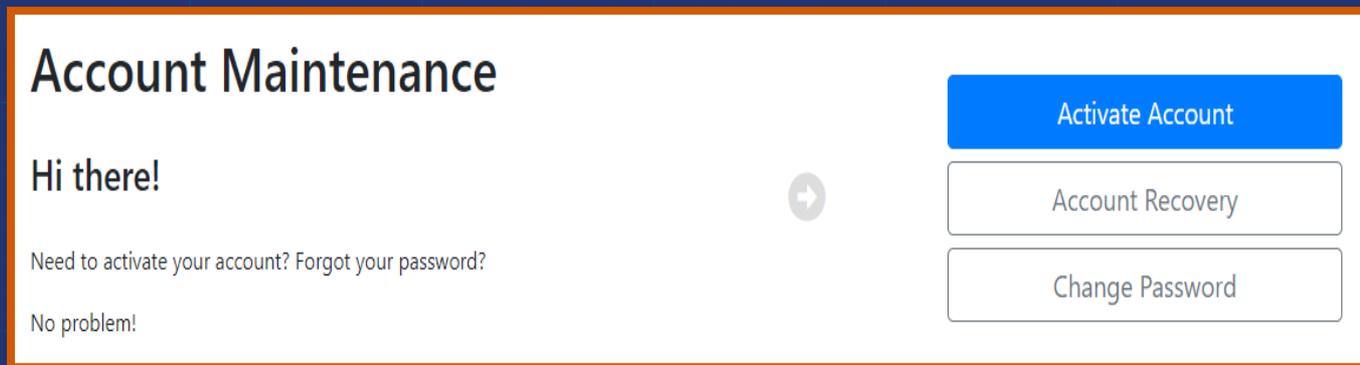
To activate your new student account go to <https://account.clayton.edu/> and click on

Activate Account

LOGIN difficulties?

Contact CSU Technical Support

(SWAN **Login Issues etc.**) www.clayton.edu/hub



Account Maintenance

Hi there!

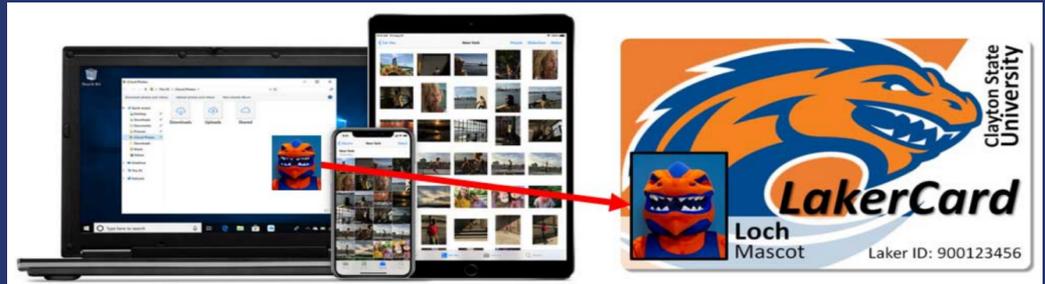
Need to activate your account? Forgot your password?

No problem!

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- Activate Account
- Account Recovery
- Change Password

LAKER CARD AND DINING



- Your LakerCard is your: student ID, library card, on campus debit-card, and access card!
- You must obtain your LakerCard by going to <https://www.clayton.edu/aux-services/laker-card/photo-upload> and click on the LakerCard Photo Upload tab on the left. Please follow the instructions to obtain your card
- YOU MUST HAVE A GOVERNMENT ISSUED ID TO OBTAIN YOUR LAKERCARD
- YOU MUST HAVE YOUR LAKERCARD TO GET YOUR TEXTBOOKS
- For additional information, visit us online at lakercard.clayton.edu or www.lakercard.com

Don't go hungry while you're on campus! Visit the LakerCard Center or go online to www.lakercard.com for details on meal plans and saving money on campus

.....for more information, visit www.LakerCard.com

PARKING PASS

- Obtain your Parking Decal for the MAIN CAMPUS in Morrow or the Henry County Campus in McDonough

*(CSU parking decals are NOT required for **CSU-Fayette** campus)*

- ✓ Complete a registration form in Edgewater Hall, room D-207
 - ✓ You can visit [Public Safety-Parking Services](#)
- Every student on Main Campus MUST have a Parking Decal
 - ✓ You will be ticketed if you do not have a valid Decal
 - ✓ There is a 30-minute Loch Shop (bookstore) visitor space for textbook pick-up by the Edgewater Hall for off campus students

REGISTRATION STEPS TO REMOVE HOLDS

- There are various holds placed on DE students accounts that must be addressed **BEFORE** registration
- Check your DUCK Account to view what HOLDS are on your account and follow the instructions; details on next slide
- Visit <https://swan.clayton.edu/> to access your DUCK account
- Many students miss out on their first class selection because they do not remove these holds in a timely manner

The following slides will address accessing your records and the various HOLDS that may be on your account

HOW TO ACCESS YOUR STUDENT RECORDS PAGE-DUCK ACCOUNT

- <https://www.clayton.edu/>
- Select Student Tab at top of page
- Click SWAN icon
- Click DUCK icon and login
<https://selfservice.clayton.edu/login>
- From Main menu choose Student Services tab
- Choose Student Records from the list
- Choose Academic History (Including grades)

YOU HAVE ARRIVED AT YOUR STUDENT PAGE!!!!

ORIENTATION (OR) HOLD

- Upon reviewing this Orientation PowerPoint return to <https://clayton.edu/admissions/undergraduate-admissions/dual-enrollment-admitted-students> to submit the Dual Enrollment Completion Survey
- You will complete this Dual Enrollment Orientation only once
- Please use this DE Orientation as a reference point for your most common FAQs

REGISTRATION AGREEMENT (RA) HOLD

The REGISTRATION hold MUST be completed EVERY semester by EVERY DE student.

- From your DUCK account <https://swan.clayton.edu/> Select the “Student Services” tab
- Click on the “Registration” tab
- Click on “Build Your Class Schedule”
- Select the semester you are registering for, Click Submit
- Verify/edit student info and Submit
- Read / agree to “**legally binding agreement**”

This MUST BE completed every semester

MUST SEE ADVISOR (MA) HOLD

- The “**Must See Advisor**” hold will remain on all DE student accounts. This HOLD prevents students from registering or changing their schedules. Students CANNOT remove the HOLD and your advisor is AWARE that the HOLD is there
- DE Students ARE NOT ABLE to Register Online
- All class registration and changes need to be made through your Clayton State University DE Advisor **AFTER** your high school counselor approves your classes and all advisor forms or other documents are submitted

ALCOHOL (EA) AND HAVEN (EH) HOLD

The State of Georgia mandates every college student complete the following:

- This hold occurs during your first semester and must be completed before you can register for future terms
- Log into your [SWAN Account](#)
- Click the DUCK icon
- Click on the Main Menu Tab under Student Services then click on the Alcohol Edu and Haven Course link
- After completing the test at the end of each course your hold will be removed

OTHER POSSIBLE HOLDS

- **Immunization Hold**

- ✓ Tuberculosis Screening Form – If you have not done so, please complete the TB Screening form and upload it.
<https://www.clayton.edu/admissions/undergraduate-admissions/admitted-students/dual-enrollment-checklist.php>
 - ✓ Immunization Records from your Physician – If you have not done so, please upload and complete: <https://www.clayton.edu/uhs/>
 - ✓ Use your SWAN Login information (LochID) to access the Health Portal
-

- **Bursar Hold**

- ✓ Supplemental materials including Course Fees and Lab Fees that are not covered by DE
- ✓ “Study Aids” are **NOT** covered by DE
- ✓ Payments should be made from your student DUCK account

COURSE REGISTRATION - FYI

- Course registration is conducted every semester; DE students will be registered each semester. You **MUST** meet with your CSU Advisor for course registration. Your high school counselor must approve and sign the advisement form BEFORE you meet with your CSU Advisor.
- Registration for classes BEGINS the month of
 - **October** for Spring semester (classes begin in January)
 - **March** for Fall (classes begin in August)
 - **March** for Summer classes (classes begin in May)

Check your student CSU email for specific dates each semester

REMEMBER: **YOU** (the STUDENT) MUST remove ALL HOLDS except MA in order to be registered for courses

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

THE LOCHSHOP BOOKSTORE



- DUAL ENROLLMENT covers required textbooks, access codes, and e-books only. The Loch Shop is only required to provide the **least expensive** version of a required book, which may be a rental, e-book or online access
- Students must complete a **Loan Agreement every semester** to be able to receive their books. All books must be picked up and returned to the Loch Shop in Morrow **by the last day of finals**. Please refer to the DE Textbook FAQs for more information
- YOU MUST HAVE YOUR LAKERCARD TO GET YOUR TEXTBOOKS
- Shop online at: www.lochshop.com

Additional information on the Loch Shop:
<https://www.clayton.edu/aux-services/the-loch-shop/>

DROP / ADD

- Dropping or changing your CSU schedule may affect your high school schedule
- *** Students MUST obtain high school counselor approval in order to make ANY schedule changes to their CSU schedule
- DROP / ADD is typically available for 2 - 4 days after the 1st day of classes at CSU. The DROP / ADD periods vary by semester
- *Please check the academic calendar for specific DROP / ADD dates. The academic calendar serves as a primary source of planning for registration dates, class start dates, DROP / ADD, final exams and more*
- Students are financially responsible for all classes that are on their schedules at the end of the DROP / ADD period
- Students are financially responsible for any classes that are NOT DE APPROVED

We cannot process drop / add requests over the telephone or by email

NO SHOW POLICY

- A student who does not attend at least one class session (in person or by electronic equivalent) by the posted deadline on the academic calendar is a “no show” AND **WILL BE DROPPED FROM THE CLASS**
- Being dropped from a course may negatively impact your Satisfactory Academic Progress SAP status. Negative SAP can cause you to be ineligible to participate in the DE program. Please contact your CSU Advisor immediately if you think you have been “no showed” incorrectly

For more information, visit: [Registrar-No Show Policy](#)

SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENTS

- All DE participants must maintain **Satisfactory Academic Progress (SAP)**
- Students must maintain at least a **2.0 GPA**
- Maintain **full time student status** as determined by your high school counselor
- Successfully complete a minimum of **67%** of the cumulative credit hours attempted (cumulative earned hours / cumulative attempted hours)

Students who do not meet the SAP standards are not eligible for DE funding with the exception of those students in a **WARNING** or **PROBATION** status as described by our Financial Aid SAP Policy

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

COURSE WITHDRAWAL DE STUDENTS “CANNOT WITHDRAW” FROM ANY CLASS WITHOUT HIGH SCHOOL APPROVAL

Beginning SUMMER 2020, new Dual Enrollment regulations states:

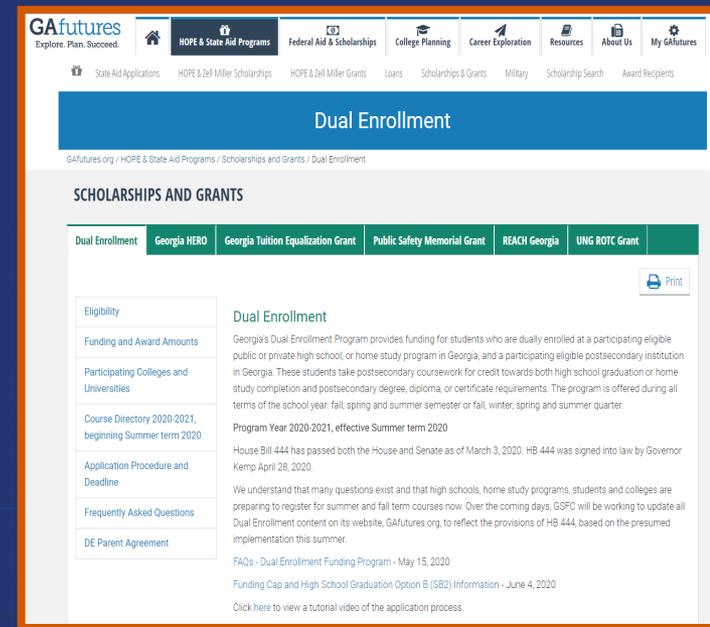
- Students that **WITHDRAW** from a class after DROP / ADD will NOT be eligible to attempt the SAME DE funded course. The student cannot repeat the same course and receive DE funding. Any attempted hours will count against the 30 hours funding cap
- Students that WITHDRAW from ONE class, may continue attending and taking **OTHER** Dual Enrollment eligible courses. Courses must qualify for funding and must be approved by the high school counselor
- Students may only WITHDRAW from TWO courses during the lifetime of their Dual Enrollment participation. After the student has reached the two course WITHDRAWAL limit, they will not receive funding for additional DE courses

For more information, visit: [Dual Enrollment New Regulations](#) scroll down to DUAL ENROLLMENT for the guidelines and exceptions

GAFUTURES.ORG

Your Resource for all things Dual Enrollment

- DE Overview/Eligibility
- DE Application Procedures
- DE Funding Information
- DE Course Directory
- FAQ for Parents & Students



The screenshot shows the GAFutures.org website interface. The top navigation bar includes the GAFutures logo and several menu items: Home, HOPE & State Aid Programs, Federal Aid & Scholarships, College Planning, Career Exploration, Resources, About Us, and My GAFutures. Below this is a secondary navigation bar with links for State Aid Applications, HOPE & Zell Miller Scholarships, HOPE & Zell Miller Grants, Loans, Scholarships & Grants, Military, Scholarship Search, and Award Recipients. The main content area is titled "Dual Enrollment" and is part of the "SCHOLARSHIPS AND GRANTS" section. A sub-navigation bar highlights "Dual Enrollment" and other grant types: Georgia HERO, Georgia Tuition Equalization Grant, Public Safety Memorial Grant, REACH Georgia, and UNG ROTC Grant. The "Dual Enrollment" page content includes a table of contents on the left with links for Eligibility, Funding and Award Amounts, Participating Colleges and Universities, Course Directory 2020-2021, Application Procedure and Deadline, Frequently Asked Questions, and DE Parent Agreement. The main text area provides details about the Georgia's Dual Enrollment Program, including its purpose, program year (2020-2021), and recent legislative updates (House Bill 444).

<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/>

DE FUNDING APPLICATION PROCEDURES

- The DE application consists of:
 - ✓ Student application & Parent/Guardian approval
 - ✓ High School (counselor) / Home Study
 - ✓ Postsecondary Institution

All sections of the application must be completed and submitted in GAfutures.org by the deadlines indicated

You WILL NOT be permitted to register until your Dual Enrollment Funding Application has been completed on www.gafutures.org

HOW TO COMPLETE THE ONLINE DUAL ENROLLMENT FUNDING APPLICATION

- Log on to www.GAfutures.org
- On the menu header select “HOPE & State Aid Programs”
- Select “State Aid Applications”
- Select “Dual Enrollment Funding Application” and complete ALL areas. In order to complete the student application process, parents MUST check their email and acknowledge the information

Be sure to choose the correct High School and DE location (Clayton State University) from the dropdown, then click the left / right arrows to select your school choice

DE FUNDING APPLICATION / TUITION PAYMENT FACTS

- **Part 1** of the DE 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 this process will receive a bill for their tuition

- **Part 2** of the application is completed by the high school counselor
- **Part 3** of the application is completed by the college

TRANSCRIPTS

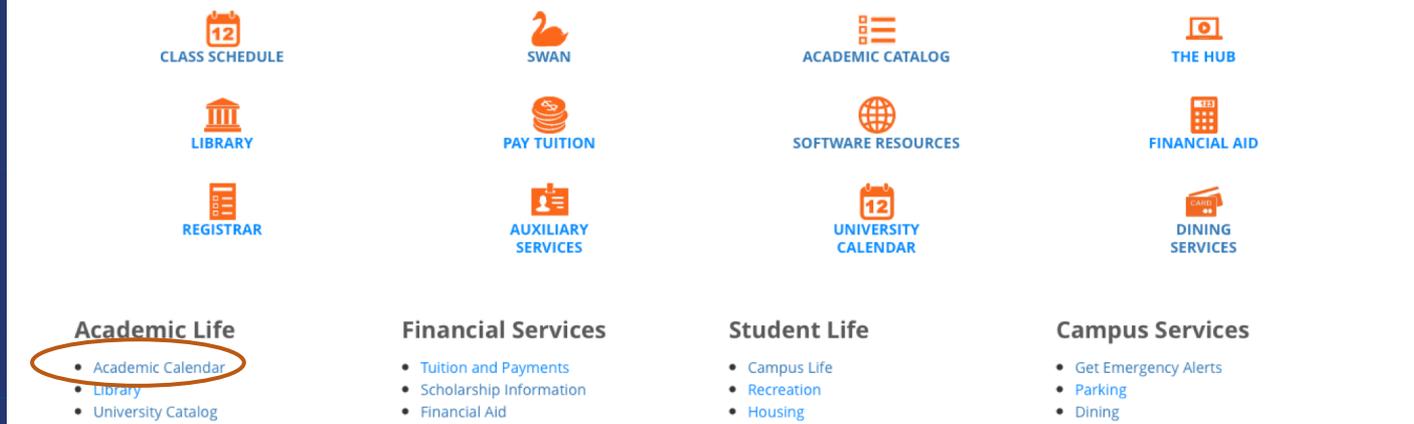
- At the end of each semester, ONE official CSU transcripts will be forwarded at no charge to the high school that we have on record for each DE student. Please make sure your high school of record is correct
- To have additional official transcripts sent to another high school or college/university, please follow the procedures listed at the Registrar's website: **Registrar Office** and pay **the indicated fee**

All Transcript Requests must be submitted online

<https://www.clayton.edu/registrar/>

CSU – ACADEMIC CALENDAR

Inside Clayton State for Students



The Academic Calendar serves as an information source and planning document for students. The calendar includes registration dates, class start dates, add / drop deadlines, exam dates and more

[Clayton State University Academic Calendar](#)

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 (SWAN **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>

COMPLETE ONLINE ORIENTATION SURVEY

[Take the Orientation Quiz](#)

After successful completion, your DE Advisor will remove your Orientation “OR” Hold at your registration appointment.