Dual Enrollment (DE) Program

NEW STUDENT ORIENTATION
Things you should know…

• How to set up SWAN account
• “Drop/Add” and “Withdrawal”
• How to Register for classes
• How to get your Textbooks
• SAP Policy & Responsibilities

• Campus Policies & Procedures
• DE application
• Requesting Transcripts
• Academic Calendar

…and much more
New Student Accounts

To activate your student account:

• Go to https://account.clayton.edu/ and click activate account
LakerCard & Dining

• Your LakerCard is your: student ID, library card, on-campus debit card, and access card
• You may obtain your LakerCard at the LakerCard Center on the main campus
• You must have your LakerCard to get your textbooks
• You must have a government issued ID to obtain your LakerCard
• For more information, visit us online at www.LakerCard.com

• Don’t go hungry while you’re on campus! Visit www.CSUDining.com for details on meal plans and saving money while dining on campus.
Parking Pass

To obtain your Parking Pass

- Complete a registration form in Edgewater Hall, room D-207
- [http://www.clayton.edu/public-safety/Parking-Services](http://www.clayton.edu/public-safety/Parking-Services)

Every student on main campus must have a Parking Pass

- You will be ticketed if you do not have a valid pass.
- There is a 30 minute Lochshop visitor space for textbook pick-up by Edgewater Hall for off campus students.

There is NO charge for the pass – There IS a charge for the ticket.
Removing Holds

- There are various holds placed on DE students accounts that must be addressed **BEFORE** you can register for classes.
- You can check your **DUCK** record to see what holds you have.
- Many students miss out on their first class selection because they do not remove these holds in a timely manner.
Orientation (OR) Hold

• Upon reviewing the Orientation PowerPoint return to http://www.clayton.edu/admissions/undergraduate-admissions/admitted-students to submit the Dual Enrollment Orientation Completion Survey.

• You will complete the DE orientation only once.

• Please use Orientation as a reference point for FAQs.

Your CSU Advisor will remove this hold during your advisement.
Alcohol (EA) and Haven (EH) Hold

This is a State of Georgia mandate for every college student.

- This hold occurs during your first semester and must be completed **BEFORE** you can register.
- 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
Registration Agreement (RA) Hold

• This must be completed EVERY semester
• From your DUCK account, 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 done before every semester
The “Must See Advisor” hold will remain on all DE student accounts. This hold prevents students from registering or changing their schedules.

DE Students ARE NOT ABLE to Register Online

All class registration and changes need to be made through your Clayton State University DE Advisor.
Other Possible Holds

**Immunization Hold**

- **Tuberculosis Screening Form** – If you have not done so, please complete the TB Screening form and upload it.

- **Immunization Records from your Physician** – If you have not done so, please upload this form.

- Link to **Student Health Portal**

- Use your SWAN Login information (LochID) to access the Health Portal.

**Bursar Hold**

- At some point you may owe money for fees that are not covered by DE. Remember all tuition, fees and **required course material** are covered by the DE program.

- Supplemental material considered to be “Study Aids” are **NOT** covered by DE.
Course Registration

• Course registration is conducted every semester; DE students must register each semester they plan to be enrolled. You MUST meet with your CSU advisor for course advisement BEFORE you can be registered.

• Registration period begins November 1st for Spring semester and April 1st for Fall and Summer. You must have all holds removed in order to register for courses.

CSU course listings can be found at:
http://apps.clayton.edu/courses/schedule
Dropping courses

• Dropping or changing your class schedule may affect high school schedule – please see your high school counselor to make any schedule changes.

• Drop/Add lasts anywhere from 2 to 4 days depending on the specific semester. Please check the academic calendar for specific dates.

• Students will be held financially responsible for all classes that are on their schedules at the end of the Drop/Add period.

We regret 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 impact your SAP status and 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.
Course Withdrawal

• This is a process that **MUST** be approved by your high school counselor.

• Students who withdraw from a course before midterm will receive a **W** in the course. Students who withdraw after midterm will receive a **WF** in the course.

• This may have a **NEGATIVE** effect on your transcript, depending on your high school’s rules.
Textbooks

• Required **HARDCOPY** textbooks are covered by the DE program. All DE textbooks are **rentals** and must be picked up and returned to the LOCH shop (bookstore) in **Morrow** by the dates listed on the FAQ’s section of the LOCH shop website. **STUDENTS** are responsible for picking up and returning textbooks. Please refer to this website to answer all questions concerning the rental of textbooks.

www.LochShop.com
Your Resource for all things DE
“MOWR is now Dual Enrollment”

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

The DE application consists of three parts:
1. Student & Parent/Guardian
2. High School/Home Study
3. Postsecondary Institution

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

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<thead>
<tr>
<th>SEMESTER/TERM</th>
<th>FUNDING APPLICATION DEADLINE</th>
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<tbody>
<tr>
<td>Fall</td>
<td>September 15th</td>
</tr>
<tr>
<td>Spring</td>
<td>February 15th</td>
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<tr>
<td>Summer</td>
<td>June 15th</td>
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You will not be allowed to register until your Dual Enrollment Funding Application has been completed on www.gafutures.org and you have verified status for your DE advisor.
How to Complete Your Part 1 Online DE Funding Application

- Log on to GAfutures.org
- On the menu header select “HOPE & State Aid Programs”
- Select “State Aid Applications”
- Select “Dual Enrollment Funding Application” and complete Part 1

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.

ATTENTION HOMESCHOOLED STUDENTS
You will not be able to complete this online and will need to print out a hard copy application, complete it and return it to your DE Advisor.
DE Funding Application/Tuition Payment Facts

• **Part 1** of the DE application must be completed by the students EVERY semester, 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 advisor
DE 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](http://www.clayton.edu/financial-aid/sap)
Transcripts

• At the end of each semester, official CSU transcripts will be forwarded 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 official transcripts sent to another high school or college/university, please follow the procedures listed at the Registrar’s website: http://www.clayton.edu/registrar/Transcript-Request

All Transcript Requests must be submitted online
The Academic Calendar serves as an information source and planning document for students, faculty, staff and departments, as well as outside organizations. The calendar includes registration dates, class start dates, add/drop deadlines, exam dates and more.

CSU – Academic Calendar

http://www.clayton.edu/calendar
CSU – Dual Enrollment Staff

Program Coordinator
Morrow Campus Advisor
Jelani Liddell
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(678) 466-4091

Fayette Campus Advisor
Michelle Humbard
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(678) 466-5001

Henry Campus Advisor
Christy Haynes
christyhaynes@clayton.edu
(678) 466-4633
Helpful Websites

Clayton State University Dual Enrollment Program
www.clayton.edu/admissions/dual-enrollment

GA Futures (DE Funding Application)
www.gafutures.org/

The Hub – 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 ORIENTATION QUIZ

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