



# Steps for Dual Enrollment

2012-2013

Enrolling in Dual Enrollment coursework is a five-step process. All prospective DE students must receive qualifying placement test scores in order to enroll in a DE course. If you have questions about the process, your first point of contact is your high school guidance counselor.

## Step One:

Discuss your school's Dual Enrollment offerings with your high school guidance counselor as you are considering your junior or senior year courses. Obtain permission from your high school to enroll in Dual Enrollment courses.

## Step Two:

Complete the application for admissions by your high school's deadline. Apply online at Germanna's homepage: <http://www.germanna.edu> An application tutorial PowerPoint is available on Germanna's Dual Enrollment homepage: <http://www.germanna.edu/de>

Once on the homepage click on "Apply Now" on the left side of the page. It is recommended that you enter your Social Security Number, as not doing so will limit your ability to access Germanna's online student resources. Enter your current high school information and expected date of graduation, and select Germanna as the college. It is recommended that you complete the Determination of Domicile Questionnaire section with a parent or guardian present. **Parents must sign the Certification Section on page two of the Application for Admission if the student is under age 18.**

If you experience difficulty when completing the online application, please contact Jennifer Elks in GCC's Admissions & Records:

FAC: (540) 891-3020  
LGC: (540) 423-9154

At the end of the application process, you will receive a student ID number, and a Student Information System (SIS) username and temporary password. You are advised to login to "MyGCC" and set their personalized password upon completion of the application. MyGCC is your portal to Germanna's online resources, including student grades, e-mail, library database, and Blackboard learning module.

**Note:** Students who have been enrolled in Dual Enrollment courses through Germanna in the last year (Fall 2011-Spring 2012) may need to update their GCC application for admission but do not need a new application. Students must complete a registration form for each semester of Dual Enrollment coursework. Students who have dual enrolled in another VCCS college, or plan to dual enroll in two colleges, will need to complete a separate application for each college.

## Step Three:

Sign up to take the college placement test administered at the high school, or submit qualifying SAT or ACT scores. **You are required to have your 7-digit Germanna Student ID Number to take a placement test.** Students are strongly advised to practice prior to taking the placement test. Practice tests are accessible online at:

[http://www.germanna.edu/testing\\_services/placementtests.asp?menuchoice=Placement Testing](http://www.germanna.edu/testing_services/placementtests.asp?menuchoice=Placement%20Testing)

## Step Four:

Register for classes at your high school by the deadline. You must complete and submit a GCC Registration Form, available in your high school guidance office. **Meeting all deadlines is the student's responsibility.**

## Step Five:

Submit tuition payment to your high school by the deadline. Your high school will collect DE tuition at the beginning of each semester. Check with your high school for tuition rate and due date. **Students who do not submit tuition by the deadline may be dropped from their Dual Enrollment class.**

For more information on Germanna's Dual Enrollment Program, please visit the Germanna Community College website: [www.germanna.edu/de](http://www.germanna.edu/de) or the Dual Enrollment Blog for the latest program news and upcoming outreach opportunities: [www.dualenrollmentblog.blogspot.com](http://www.dualenrollmentblog.blogspot.com)