

2009-2010 Steps for Dual Enrollment

STEP 1:

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

STEP 2:

Complete the application for admissions by the deadline. Apply online: <http://www.germannacollege.edu> at Germanna Community College homepage. Once on homepage click on Apply online (at the top of page), then click on the <http://apply.vccs.edu> address. (Which is under How do I create my temp login) (Paper applications are available at all high schools.) When completing the application be sure to select Germanna as the college. Also, you will be asked to select your level of high school education. Once you select your highest level and input date of graduation you will automatic be put in high school/college credit (also know as Dual Enrollment). You will receive a student ID number once your application is complete. Please print full application when complete for your record.

Parents must sign the Certification Section on page two of the Application for Admission if the student is under age 18. We recommend that you complete Part 6, the Application for In-state Tuition section with a parent or guardian present.

Note: Students who have previously taken dual enrollment courses through Germanna do not need to complete another GCC application for admissions, but must complete the registration form. 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.

If you experience difficulty when completing the on-line application, please contact GCC's Admissions & Records Office
**Locust Grove Campus at (540) 423-9132 or TTY: (540) 727-3209 or the
Fredericksburg Area Campus at (540) 891-3023 or TTY: (540) 710-2059**
If you have a question regarding tuition, course content, or qualifications for taking the course please contact your high school guidance office.

STEP 3:

Take the college placement test administered at the high school, or **submit qualifying SAT or ACT scores.** For sample placement test please go to

Completed Steps:

- Discuss Dual Enrollment with your HS guidance counselor & obtain permission from HS to enroll in Dual Enrollment courses
- Complete GCC Application for Admission
- Take Placement Test at your high school (or provide SAT/ACT scores)
- Register for classes at your HS by deadline (submit GCC registration form to your high school).
- Pay DE Tuition to the high school.

www.act.org/compass/tests . You are required to have your Germanna Student Identification Number (7 digits) to take a placement test. To lookup your number click on My GCC logo at Germanna Community College's homepage <http://www.germannacollege.edu> (upper right side). Once you click on logo carefully read what My GCC is. Then click on mygcc login then you will see *new to your college & lookup user name & set password.*

STEP 4:

Register for classes at your high school by the deadline. The high school counseling/guidance office will provide the Germanna Community College registration form to you. You must submit your GCC registration form to your high school. The high school counselor will notify you of the deadline. Meeting all deadlines is the student's responsibility.

STEP 5:

Your high school will be collecting tuition for DE at the beginning of each semester (fall and spring). Check with your high school for tuition amount and tuition due date.

Grading Information: To access your Germanna Community College DE grades please go to My GCC (see Step 3).

Remember that you are developing a permanent college academic record. It is your responsibility to complete all course requirements and to be aware of all important deadlines, which will be listed in your course outline. Students must earn a C or better in the first course of a two-semester sequential course to continue in the second course in the sequence. For example, a student must earn a C or better in English Composition I/ENG 111 to continue in English Composition II/ENG 112. Students should also be advised that grades lower than C may negatively affect the transferability of those credits to other colleges and universities.

Final transcripts should be requested through Germanna Community College Admissions & Records Office.

<http://www.germannacollege.edu/admissions/forms.asp>

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