

McIntosh County Academy

Dual Enrollment Checklist

STEP 1: Create GAFutures Account using this link: [Create GAFutures Account](#)

STEP 2: Talk to parent/guardian/counselor about DUAL ENROLLMENT. Review eligibility requirements. (CCGA requires entrance exam starting Spring 2022). Please pay attention to requirements for students based on respective grade level.

For CCGA: [Eligibility Requirements](#)

For CPTC: [Eligibility Requirements](#)

STEP 3: Complete an admission application for the college you wish to attend. There are no fees for the application. (Click fee waiver when asked about payment)

For CCGA: complete online app: [CCGA Dual Enrollment Application Link](#)

For CPTC: pick up a paper application for dual enrollment in the front office or at CPTC directly.

STEP 4: Sign up and take entrance exam if planning to attend a USG school such as CCGA

To sign up for SAT: www.collegeboard.com

To sign up for ACT: www.actstudent.org

To sign up for Accuplacer at CCGA: [CCGA Testing Center](#) (must apply to CCGA before registering)

STEP 5: Request for an official transcript to be sent to the college log into your GAFutures account at www.gafutures.org. Click MyGAFutures and select My High School Transcript then follow the instructions. ([GAFutures transcript request instructions](#))

STEP 6: Complete the 2021-2022 online Dual Enrollment Application at www.gafutures.org. Both you and your parents must complete this application before meeting with your high school counselor to discuss which class(es) to take.

STEP 7: Confirm acceptance to the college. You should receive an email.

CCGA: Mr. Shane Apps is the Dual Enrollment Admissions Representative, sapps@ccga.edu or 912-279-5776

CPTC: Ms. Shauna Swain Riggs is the Dual Enrollment Admissions Representative/Advisor

sriggs@coastalpines.edu or 912-262-9932

STEP 8: Set up a meeting with your high school counselor to discuss dual enrollment class options. (Due to HB 444, dual enrollment students are approved for core academic and CTAE classes only and are limited to 30 hours.) Complete MCA Participation Agreement and Advisement Form with your counselor.

STEP 9: Once you have met with your high school counselor and discussed classes and completed the advisement form, contact your college advisor to set up an appointment to go over your course requests.

CCGA: Mr. Linny Bailey, Dual Enrollment Advisor, lbailey@ccga.edu or 912-279-4547

CPTC: Ms. Shauna Swain Riggs is the Dual Enrollment Admissions Representative/Advisor, sriggs@coastalpines.edu or 912-262-9932.

Please remember, dual enrollment is a student-initiated process. Your counselors are here to help but students should take the lead in this process and follow the steps above.

Thank you!