# Gwinnett Technical College Dual Enrollment Checklist

## GwinnettTech.edu/DualEnrollment

**WHAT ARE MY NEXT STEPS?**

### Submit Online Admissions Application

- [ ] **One-time** admissions application per student
- [ ] **GwinnettTech.edu/Enrollment/Apply**
- [ ] If taking only Core General Education courses, select "Certificate" ⟶ "Early College Essentials"
  *Degree level scores needed*

### DATES & DEADLINES:
Document Submission, Class Registration, Semester Start, and more!

---

### Submit the Dual Enrollment Tuition Acknowledgement (DETA) form

- [ ] **Submitted DETA Form** — *emailed to DEAdmissionsDocs@GwinnettTech.edu or submitted to the Office of Student Recruitment*
- [ ] Form found at **GwinnettTech.edu/Enrollment/Apply** (Step 2)

---

### Complete the GaFutures Dual Enrollment funding application

- [ ] **GaFutures.org**
- [ ] Completed each academic year beginning with Summer term
- [ ] Completed by the student and the parent

---

### Submit Official Placement Test Scores or Take ACCUPLACER

**See reverse side for more details**

- [ ] **Qualifying high school GPA:** Official transcript must be received and reviewed by Gwinnett Tech
  Diploma/Certificate programs: 2.0 cumulative GPA *(Early College Essentials requires degree level scores)*
  Degree programs: 2.6 cumulative GPA

  - *Transcripts must include student's name, current grade level and cumulative GPA*
  - *Transcripts sent electronically must be sent to Gwinnett Tech Dual Enrollment Admissions through **GaFutures.org***
  - Transcripts sent from the high school counselor must be emailed directly to **DEAdmissionsDocs@GwinnettTech.edu**
  - Transcripts delivered by hand must be in the sealed, original envelope provided by the high school

- [ ] **PSAT scores:** Unaltered PSAT score report (NOT the PSAT 8/9), sent as a PDF showing student's name, month/year of PSAT and the score for each section sent to **DEadmissionsDocs@GwinnettTech.edu**

- [ ] **SAT scores:** Official scores sent to Gwinnett Tech from **CollegeBoard.org** (Gwinnett Tech code is 5168)

- [ ] **ACT scores:** Official scores sent to Gwinnett Tech from **ACT.org** (Gwinnett Tech code is 0847)

- [ ] **Accuplacer:** Offered at Gwinnett Tech. Must pre-register for a date/time at **RegisterBlast.com/GTC**

---

### If you want to use AP Scores:

- [ ] Official AP scores sent to Gwinnett Tech from **CollegeBoard.org** (Gwinnett Tech code is 5168)
  *Credit will be awarded after Gwinnett Tech receives and reviews the score report
  *AP score of 3 or higher is required for credit

---

**Alpharetta-North Fulton Campus**
2875 Old Milton Parkway
Alpharetta, GA 30009-2230

**Lawrenceville Campus**
5150 Sugarloaf Parkway
Lawrenceville, GA 30043-5702

**GWINNETT TECHNICAL COLLEGE**

**More Info** ➜

2026-5839

# Gwinnett Tech Student #: 900_____

## Placement Test Score Requirements

|  | PSAT and SAT (2 digit or 3 digit) | | ACT | | Accuplacer | |
|---|---|---|---|---|---|---|
|  | Certificate, Diploma | Degree | Certificate, Diploma | Degree | Certificate, Diploma | Degree |
| **Reading** | 16 or 320 | 17 or 340 | 14 | 16 | 224 | 236 |
| **Writing/ English** | 15 or 300 | 17 or 340 | 13 | 14 | 236 | 249 |
| **Math** | 18 or 360 | 21 or 420 | 14 | 17 | 229 | 229 |
| **Quantitative Reasoning** | N/A | N/A | N/A | N/A | N/A | 245 |

<div style="text-align: center;">

## Check Your Status

**GwinnettTech.edu/Enrollment/Apply**
Log into your application portal
View your checklist
**Green ✔ = Processed   Red X = Not Processed**

*Please allow up to 10 business days for admissions to review and process items*

## Questions?

**Visit the Office of Student Recruitment at our Lawrenceville campus**
Mon-Thurs 8 a.m.-4:45 p.m.;
Friday 8 a.m. - 3:45 p.m.

**DualEnrollment@GwinnettTech.edu**

## Commonly Used QR Codes

</div>


DualEnrollment.edu


DETA form


GaFutures.org


Academic Calendar

## After Acceptance

☐ **Register for your college courses through your student dashboard account: www.GwinnettTech.edu/Dashboard**

☐ **Meet with your enrollment advisor if you have questions about completing your major:**
BusinessTeam@GwinnettTech.edu        CISTeam@GwinnettTech.edu
ECMDTeam@GwinnettTech.edu           HealthTeam@GwinnettTech.edu
PPS-Team@GwinnettTech.edu

**WHAT ARE MY NEXT STEPS?**

**Alpharetta-North Fulton Campus**
2875 Old Milton Parkway
Alpharetta, GA 30009-2230

**Lawrenceville Campus**
5150 Sugarloaf Parkway
Lawrenceville, GA 30043-5702

**GWINNETT TECHNICAL COLLEGE**

2026-5839