

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:
Lawrenceville campus: RegisterBlast.com/GTC Alpharetta-North Fulton campus: RegisterBlast.com/gtcnfc

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



More Info

WHAT ARE MY NEXT STEPS?

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

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 Dual Enrollment at the
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



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
- For Alpharetta-North Fulton campus: EnrollmentSupportCenter@GwinnettTech.edu