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

More Info ➡

WHAT ARE MY NEXT STEPS?

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?

Lawrenceville campus
Mon-Thurs 8 a.m.-4:45 p.m.;
Friday 8 a.m. - 3:45 p.m.
DualEnrollment@GwinnettTech.edu

Alpharetta-North Fulton campus
Mon-Thurs 8 a.m.-4:45 p.m.;
Friday 8 a.m. - 3:45 p.m.
ANFRecruitment@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

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

Lawrenceville Campus
5150 Sugarloaf Parkway
Lawrenceville, GA 30043-5702

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