

# Gwinnett Technical College Dual Enrollment Checklist

[GwinnettTech.edu/DualEnrollment](http://GwinnettTech.edu/DualEnrollment)

WHAT ARE MY NEXT STEPS?

## Submit Online Admissions Application

- One-time admissions application per student
- [GwinnettTech.edu/Enrollment/Apply](http://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 Residency and Lawful Presence

- Residency:** Georgia Driver's License, Learner Permit or State ID
- Lawful Presence (**Citizenship**): Georgia Driver's License, Learner Permit **with star** or US Passport or U.S. Birth Certificate (**If applicable – Permanent Residency Card, front and back**)  
*Residency and citizenship documents must be uploaded to your secure admissions portal.*

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

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

## Complete the GaFutures Dual Enrollment funding application

- [GaFutures.org](http://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](http://GaFutures.org)*
  - *Transcripts sent from the high school counselor must be emailed directly to [DEAdmissionsDocs@GwinnettTech.edu](mailto: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](mailto:DEAdmissionsDocs@GwinnettTech.edu)
- SAT scores:** Official scores sent to Gwinnett Tech from [CollegeBoard.org](http://CollegeBoard.org) (Gwinnett Tech code is 5168)
- ACT scores:** Official scores sent to Gwinnett Tech from [ACT.org](http://ACT.org) (Gwinnett Tech code is 0847)
- Accuplacer:** Offered at Gwinnett Tech. Must pre-register for a date/time at [RegisterBlast.com/GTC](http://RegisterBlast.com/GTC)

## If you want to use AP Scores:

- Official AP scores sent to Gwinnett Tech from [CollegeBoard.org](http://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

June2026-5839

## Placement Test Score Requirements

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

### Check Your Status

[GwinnettTech.edu/Enrollment/Apply](http://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](mailto: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](http://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	

**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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