

Gwinnett Technical College

Dual Enrollment Checklist

GwinnettTech.edu/DualEnrollment

Submit Online Admissions Application

- ☐ One- time admissions application per student
- ☐ www.GwinnettTech.edu/Enrollment/Apply
- ☐ If taking only core classes, select *Certificat* then - *Early College Essentials* (Degree level scores/GPA required)

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 US Birth Certificate (If applicable) Permanent Residency Card, front & back

Residency & Citizenship documents must be uploaded to your secure admissions portal.

Submit the Dual Enrollment Tuition Acknowledgement (DETA) form

- ☐ Submit **DETA Form** - emailed to DEAdmissionsDocs@GwinnettTech.edu OR submit to the Office of Dual Enrollment
- ☐ Form found at www.GwinnettTech.edu/Enrollment/Apply

Complete the GaFutures Dual Enrollment funding application

- ☐ www.GaFutures.org
- ☐ Completed each academic year beginning with Summer term
- ☐ Completed by the student and 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 GTC
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 GTC 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 GTC from CollegeBoard.org (GTC school code is 5168)
- ☐ **ACT scores:** Official scores sent to GTC from ACT.org (GTC school code is 0847)
- ☐ **Accuplacer:** Offered at Gwinnett Tech. Must pre-register for a date/time at www.RegisterBlast.com/GTC

If you want to use AP Scores:

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

More Info

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

Lawrenceville Campus
5150 Sugarloaf Parkway
Lawrenceville, GA 30043-5702



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 14 business days for admissions to review and process items

Questions?

Visit the Office of Dual Enrollment at the
Lawrenceville Campus

Mon-Thurs 8am—4:45pm; Friday 8am—3:45pm

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

ECMDTeam@GwinnettTech.edu

PPS-Team@GwinnettTech.edu

CISTeam@GwinnettTech.edu

HealthTeam@GwinnettTech.edu

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

Lawrenceville Campus
5150 Sugarloaf Parkway
Lawrenceville, GA 30043-5702

