

Postsecondary Dual Enrollment Admissions and Advisement Funding Application FAQs

Rev. 04/02/2020

1. Will I need access to the new Dual Enrollment funding application?

If you are currently responsible for confirming Dual Enrollment participation approval or advising Dual Enrollment students on their postsecondary course options, you will need access to the Dual Enrollment funding application. The funding application can be accessed through the Postsecondary Functions (PSF) Dual Enrollment module on GAfutures.

2. When will I need access to the Dual Enrollment module?

You should take the steps to obtain access to the Dual Enrollment funding application now. Once the Single View is available, all participation approvals and course approvals will take place in the new system.

3. How do I obtain access to the funding application?

If you do not already have a GAfutures account, you will need to create one by going to GAfutures.org and clicking "Create an Account". Be sure to select "Education Professional" as you start your account setup and be sure to connect your account to your institution. Make a note of your username.

Once your account is created, you will need to provide your institution's GAfutures Postsecondary Functions Administrator with your username and request access to the following:

- The Dual Enrollment Module - Request Full Access if you are responsible for approving courses. Otherwise, Read Only access should suffice.
- The Resources Module – Request Read Only or Full Access (both allow for the resources to be viewed and downloaded).
- Inbox – Request Full Access for future Dual Enrollment Reports that are planned to be provided in a future enhancement by the end of the year.

4. What if I don't know who the Administrator is for my institution?

Please email Sarah Wenham (sarah.wenham@usg.edu) or check with your Financial Aid Director if you don't know who the Administrator is for your institution.

5. When will I be able to view a student's participation approval and approved courses in the new system (PSF's Dual Enrollment Module's Single View)?

Postsecondary institution (PSI) staff can now view a student's application status through the application Dashboard View; however, since the high schools cannot currently complete their portion of the funding application, the statuses will be limited. Additional statuses will be visible once the Single View is available. The high school courses approved for a student to complete through Dual Enrollment will also be available through the Single View once available.

6. Since the Single View is not currently available, how will I know if a student is approved to participate and which courses are approved?

Institutions will need to continue to require that this information be submitted another way, such as by requiring the paper SPA form, until the Single View is available. It is important to keep in mind that, while the existing paper form can be used to confirm participation and course approvals, all funding applications must be completed online beginning with the Summer 2020 term.

Once the new funding application is fully functional, the Application Status field will show if a student is approved to participate and the approved courses can be viewed in the Single View.

7. Once the Single View is available, should I still require a completed paper Student Participation Agreement (SPA) form for each Dual Enrollment applicant?

No, once the new system is fully functional, all participation and course approvals will take place in the new system and the paper SPA form will no longer be used.

8. Should I continue to require the Participation Agreement as an admission requirement?

Since the Participation Agreement will now be embedded within the funding application, it likely will not be practical to require it as an admission requirement. Instead, the postsecondary institutions must receive a completed funding application from a student's high school before the student receives postsecondary advisement. Institutions and high schools should keep in mind that it will be possible for the list of approved courses to be easily adjusted if needed so the initial funding application submission from the high school does not need to be considered final.

9. Once submitted, can a funding application be easily changed if needed? Some of the high schools I work with are hesitant to submit a student’s funding application until after their schedule is finalized.

The new application process will make it easier for a student’s approved courses to be updated as schedule changes are made. High schools will need to submit a student’s funding application before the student receives advisement so that advisors will know what high school courses the student is approved to complete through Dual Enrollment.

10. Where on the new online application can I view if a student is approved?

All students who have selected your institution and submitted their portion of the Dual Enrollment funding application will be visible on your Dashboard View. The Application Status field will indicate if a student is approved to participate.

DUAL ENROLLMENT DASHBOARD

Filter Options

Academic Year Term App Status Activity Begin Activity End Last Name Begins Grade Level

2020-2021 mm/dd/ccyy

High School/ Home Study or College

The default view is current academic year(s) applications, excluding deleted and manual apps. Use the filter options to narrow the view. (Use Dual Enrollment Report function for a list of all apps - Not Yet Available - Coming Soon).

Search:

Last Name	First Name	SSN	DOB	High School	Grade Level	SPA Signed by Parent	Academic Year	Term	Postsecondary Institution (PSI)	Funded Hours	Dual Enrollment Application Status	Activity Date
HSSTUD	DEC	XXXX-XX-9054	01/01/2005	Dooly County High School	10	N	2020-2021				Parent Participation Pending	02/27/2020
MARTIN	JOSHUA	XXXX-XX-4856	12/27/2003	Alcovy High School	11	N	2020-2021				Parent Participation Pending	02/28/2020

11. What are the funding application steps and corresponding application statuses?

