



Dual Enrollment Post-Admission Checklist

- **Important dates-Spring 2017**

- Drop Dates
 - If tuition is not paid by the first drop date after student registers, classes will be “dropped” (student removed from roster). Students receiving the ACE scholarship will have funds credited to their account, and should not be dropped for non-payment.
 - If you are dropped from classes for non-payment, you can re-register and pay for courses through the add/drop period ending January 11th.
 - Jan 3rd at 6pm
 - Jan 8 at 6pm
 - Jan 12 at 7am
- First Day of Classes January 9
- MLK Holiday January 16
- Spring Break March 27-31
- Last Day to Withdraw April 17
- Final Exams April 28 – May 4

- **Choosing classes**

- Meet with your High School counselor
 - Find out what time you can take course at Gadsden State or if online classes are a better option.
 - Ask what classes are needed to graduate with your high school diploma. Be sure that dual enrollment course can be taken, and graduation requirements still be met.
 - Are you taking academic courses at GSCC to get credit for core classes, or career tech courses as elective credit? Maybe both!
- Meet with your Gadsden State Enrollment Specialist
 - Your Enrollment Specialist can help you choose which courses fit in your schedule determined by you and your high school counselor.
 - Your Enrollment Specialist will also advise your academic selections based off ACT/SAT or other placement scores.
 - If you are on the ACE scholarship, your Enrollment Specialist can tell you what courses are covered based on your program of study.
 - After filling out the Dual Enrollment Form with the assistance of an Enrollment Specialist, turn it in to admissions and ask them to register you.
 - Your Enrollment Specialist may do this for you.

- **Pay for classes**

Instructions for debit or credit card payment in Banner:

1. <http://www.gadsdenstate.edu/>
2. Click Self Service Banner
3. Click Enter Secure Area
4. Type in G number in User ID space
5. Type in Pin: date of birth (month, day, year) 6 digit EX: 04-21-98 (This may be different if you have already logged on to Banner and changed your password)
6. Click Student
7. Click Registration
8. Click Registration Fee Assessment
9. Click Submit under term
10. Click Pay Account
11. Click Pay Now
12. Type in amount to pay with cents
13. Fill in Account Information
14. Click continue
15. Click submit payment

ACE scholarship

- Students interested in certain career technical programs, identified as high-wage, high-demand, may qualify for the ACE Institute Scholarship.
- The ACE Institute Scholarship is funded by the Career Technical Dual Enrollment Grant through the Alabama Community College System and pays for the cost of all tuition, fees, books, materials/supplies.
- ACE scholarship applications are due May 1st for the following academic year.
- Students under the ACE scholarship will have funds applied to their account and should have no outstanding costs or fees on their account.

- **myGadsdenState**

- Our single log-in for:
 - Self Service Banner, your connection to all of your student information, and where you register for classes, view grades, check on financial aid, pay tuition, change personal information, and more.
 - Student email and Office 365 (free to all students!)
 - Blackboard (Online class portal)
- To log in:
 - www.my.gadsdenstate.edu
 - Click “First Time Users” to set up your account. Username and password will be sent to your personal email address.