DUAL ENROLLMENT
New Student Checklist

Stay on track as you begin your journey into Dual Enrollment!

Chattahoochee Technical College

☐ **Complete DE ONLINE New Student Orientation**
https://www.chattahoocheetech.edu/dual-enrollment-nso/

☐ **Set up OKTA and 2 step authentication factor**
https://chattahoocheetech.okta.com/

☐ **Set up Chatt Tech Student email and check it daily**

☐ **Confirm your Eagle Alert account**
To receive SMS notifications from the college for emergency announcements

☐ **Register for classes**
REVIEW schedule - campus location, time, building/room #, term start & end dates

☐ **Print a copy of your schedule or save as a PDF**
Submit a copy to your high school counselor for approval

☐ **Make an appointment with Disability Support Services** (if needed)
https://www.chattahoocheetech.edu/disability-support-services-current-student

☐ **Check your student schedule regularly before start of term**
Classes may be cancelled or times / room numbers changed

☐ **Plan your weekly schedule, work schedule, and personal time.**

☐ **Merge your high school and college calendars**
Make notes of deadlines and important dates

☐ **Obtain Chatt Tech photo student ID & Parking Pass from Public Safety Office**
(Must bring a copy of your schedule and your car tag number with you)

☐ **Log in to Blackboard** <u>first day of semester</u> **and complete the "No Show" or "Mandatory Academic" assignment**

☐ **Pick up your textbooks and/or access codes at the college library on the** <u>fourth day of semester</u>. (You will receive an email from Library Services)
(Must bring photo ID & copy of schedule to pick up - READ Library Services email carefully to determine campus pickup location and/or if your textbook is digital / downloadable)

FIRST WEEK OF CLASS – TO DO LIST

- Log into your online classes via Blackboard (Courses become available on 1st day of semester)
- Complete the "No Show" or first week "Mandatory Academic" assignment
- Print/Save your schedule and syllabus
- CHECK YOUR CHATT TECH EMAIL DAILY

GET ORGANIZED & make sure you know...

- Your class times & campus locations
- College hours of operation
- Assignments and due dates as well as test and exam schedules
- Instructors' office hours and contact information
- How to Schedule Tutor/Student-led on-campus study sessions via Microsoft Bookings
- Course registration dates/deadlines
- Course withdrawal periods

STAY ON TOP!

- Attend every class and arrive early
- Introduce yourself to your instructors
- Come to class prepared and participate in class
- Don't procrastinate - Set aside time to study
- Determine what works best for YOU when approaching your most difficult subjects
- Turn off your phone when you are in class and during study sessions
- Join a study group
- Take advantage of FREE tutoring in a Success Center
- Ensure you know how Online Classes work (Asynchronous vs Synchronous/Live Online)
- Manage time wisely

Questions or Need Help?
Contact your Student Outreach Specialist: