

# CHECKLIST FOR ADMITTED DUAL ENROLLMENT STUDENTS

**CONGRATULATIONS ON YOUR ACCEPTANCE TO THE DUAL ENROLLMENT PROGRAM (DEP)!**

Follow these steps to ensure you are ready for the first day of class.

## DUAL ENROLLMENT ORIENTATION

- Sign up for a **mandatory** Dual Enrollment Orientation. The session covers Dual Enrollment expectations, funding, Talon Services (parking, student ID card, and course materials), and an overview of advising. Sign up online at [ksuhub.com/DEPAccepted](https://ksuhub.com/DEPAccepted) by clicking the Accepted Student tab.



[ksuhub.com/DEPAccepted](https://ksuhub.com/DEPAccepted)

## LAWFUL PRESENCE VERIFICATION

- You can submit your lawful presence verification documents in-person or online by following the steps found at [ksuhub.com/LPV](https://ksuhub.com/LPV). Please complete this before attending your advising session. This hold can prevent you from registering for classes.



[ksuhub.com/LPV](https://ksuhub.com/LPV)

## DUAL ENROLLMENT ADVISING

- Your advisor will send you an email 48-72 hours after attending the Dual Enrollment Orientation with detailed information on how to sign up for a session.

## DUAL ENROLLMENT FUNDING APPLICATION

- Complete your funding application through [ksuhub.com/DEPGAF](https://ksuhub.com/DEPGAF) **before attending** the Dual Enrollment Orientation.
- To complete the application, sign in to your GAFutures account, choose My Dual Enrollment Profile and click on Apply Now.
- *Note: As a DEP student, you are not eligible for other forms of student financial aid while a DEP student. The Dual Enrollment funding cap is 30 semester or 45 quarter hours.*



[ksuhub.com/DEPGAF](https://ksuhub.com/DEPGAF)

## GET CONNECTED TO KSU

### SET UP YOUR NET ID

- You need your NET ID to access your Owl Express, KSU email and D2L.
- Set up your Net ID by completing the form online at [ksuhub.com/NetID](https://ksuhub.com/NetID).

### KSU EMAIL

- Your campus email is the primary way the Dual Enrollment Program will communicate with you.
- For the first-time setup, visit [ksuhub.com/KSUMail](https://ksuhub.com/KSUMail).
- Existing users can check their email by visiting [ksuhub.com/MyKSU](https://ksuhub.com/MyKSU).
- Learn how to forward your KSU email to your personal email inbox by following the steps listed at [ksuhub.com/EmailForward](https://ksuhub.com/EmailForward)

### SET UP DUO AUTHENTICATION

- Setting up DUO Authentication is **required** to log into your Owl Express, KSU email and D2L.
- Go to [ksuhub.com/DUO](https://ksuhub.com/DUO) and click on Duo Device Registration. Log in with your KSU NetID and Password and follow the prompts.

**Need technology help? Contact the KSU Student Technology Helpline at 470-578-3555.**



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We are here for you, and you can contact us at 470-KSU-INFO (578-4636) or email [depooffice@kennesaw.edu](mailto:depooffice@kennesaw.edu) any time you have questions.