

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.

GET CONNECTED TO KSU

LOOK UP YOUR NETID AND PASSWORD

You will need to know your NetID and initial password before you can set up KSU's multi-factor authentication (MFA) or access Owl Express, KSU email, D2L, and other KSU-provided systems. Visit ksuhub.com/start-netid to look up your NetID and password.

ACTIVATE MULTI-FACTOR AUTHENTICATION (MFA)

KSU uses Microsoft's MFA to keep your account secure, and it is required to access anything you need to log in to. Visit mfa.kennesaw.edu to start the process.

LOG IN TO YOUR KSU EMAIL

- Your campus email is the primary means of communication between the Dual Enrollment Program and you.
- To access your email, visit ksuemail.kennesaw.edu and log in with your newly activated NetID and password.
- Learn how to forward your KSU email to your personal email inbox by following the steps listed at ksuhub.com/EmailForward.

**NEED TECHNOLOGY HELP? CONTACT THE KSU STUDENT TECHNOLOGY HELPLINE
AT 470-578-6999.**

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.

DUAL ENROLLMENT ADVISING AND REGISTRATION

After you sign up for Orientation, complete the required Dual Enrollment Advising Schedule form listed on your checklist in the Orientation sign-up system. Once you complete this form, an advisor will reach out to you within 1-2 business days with information on the different ways you can access advisement for class registration.

LAWFUL PRESENCE VERIFICATION

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

DUAL ENROLLMENT FUNDING APPLICATION

- Complete your funding application through 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. The Dual Enrollment funding cap is 30 semester or 45 quarter hours.*