

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.

STEP 1: DUAL ENROLLMENT NEW STUDENT WELCOME SESSION

- Sign up for a mandatory New Student Welcome Session. The session covers Dual Enrollment expectations, D2L College 101, funding and Talon Services (parking, student ID card and course materials). Sign up online at dep.kennesaw.edu by clicking the DEP New Student Welcome Session tab.

STEP 2: D2L ADVISING

- After attending the Dual Enrollment New Student Welcome, you are invited to complete your D2L Advising mini-course via your KSU email. Once finished with your D2L mini-session, check your KSU student email the following business day for an invitation to advisement.
- Your advisor will send you an email 48-72 hours after attending the New Student Welcome with detailed information on how to sign up for a session.

STEP 3: DUAL ENROLLMENT FUNDING APPLICATION

- Complete your funding application through GAFutures.org before attending the Dual Enrollment New Student Welcome Session.
- 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.*

STEP 4: LAWFUL PRESENCE VERIFICATION

- You can submit your lawful presence verification documents in-person or online by following the steps found at lpv.kennesaw.edu.

STEP 5: 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 netidlookup.kennesaw.edu/lookup.

KSU EMAIL

- Your campus email is the primary way the Dual Enrollment Program will communicate with you.
- For the first-time setup, visit uits.kennesaw.edu/ksumail.
- Existing users can check their email by visiting kennesaw.edu/myksu.
- Learn how to forward your KSU email to your personal email inbox by following the steps listed at bit.ly/email-forward.

SET UP DUO AUTHENTICATION

- Setting up DUO Authentication is required to log into your Owl Express, KSU email and D2L.
- Go to kennesaw.edu/myksu, scroll to the Student Services section and select Duo. Follow the steps listed for setting up the software.

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