

# Dual Enrollment (DE) Admitted Student Checklist

## STEP 1 ACTIVATE YOUR SWAN and DUCK ACCOUNT

- Go to <https://account.clayton.edu/>
- Select activate account
- You will need your **username** and **Laker ID**
- To retrieve your username and Laker ID, text "id" to 678-466-6038



**NOTE:** If you have any technical issues with the SWAN or DUCK, please call The HUB at 678-466-4357

## STEP 2 REMOVE STUDENT HOLDS AND COMPLETE ONLINE ORIENTATION

**OR - Orientation Hold**  
**Orientation Link**

- [Dual Enrollment Online Orientation](#) link.
- After reviewing the Power-Point slides, select "Take the Orientation Quiz" to complete a short survey.


*\*Your hold will be removed within 24 hours of completion.*

**RA - Registration Agreement Hold**  
 To Remove RA Hold (*Must complete each semester*)

- Access your **DUCK** portal
- Select **Student Services**
- Select **Registration**
- Select **Build your class schedule**
- Select **current semester** and Select **Submit**
- Verify/edit student info – Submit
- Read/agree** to the "legally binding agreement"
- Submit**

**IM - Immunization Hold**  
 Submit your Immunization & TB Screening form to **University Health Services (UHS)**  
<http://www.clayton.edu/uhs/>

- Upload documents via Student Patient Portal.
- Use your SWAN Login (LochID) and password to access the **Student Patient Portal**.



**EA - Alcohol and EH - Haven Hold**  
 This hold occurs during your first semester and must be completed and removed.

- Access your **DUCK** portal
- Select **Main Menu**
- Select **Student Services**
- Select on the **Alcohol Edu and Sexual Assault Prevention** link

*\*After completing the test at the end of each course, your hold will be removed.*


## STEP 3 FUNDING APPLICATION PROCEDURE FOR DE PROGRAM (*Must complete each semester*)

To complete your Funding Application:

- Go to: <https://www.gafutures.org/>
- Select **HOPE & State Aid Programs**
- Select **State Aid Applications**
- Select **Dual Enrollment Funding Application (online)**
- Complete full application and submit
- Inform your high school counselor once you complete Part 1
- Provide **verification of your GSFC funding application's "Application Status page"** to your DE Advisor from your CSU email

**NOTE:** *Homeschool students need to print and complete a hard copy funding application.*

## STEP 4 REGISTER FOR CLASSES



- Complete Steps 1 – 2
- Meet with** your high school counselor to select your DE courses; you **MUST** obtain a signed advisement form

**ATTENTION:** visit <http://apps.clayton.edu/courses/schedule> to obtain your required Course Numbers (see CSU Advising Form) prior to your appointment.

**GENERAL QUESTIONS:** [DEMorrow@Clayton.edu](mailto:DEMorrow@Clayton.edu), [DEFayette@Clayton.edu](mailto:DEFayette@Clayton.edu), [DEHenry@Clayton.edu](mailto:DEHenry@Clayton.edu)