



DUAL ENROLLMENT (DE) PROGRAM

NEW STUDENT ORIENTATION

Clayton State University Video

NEW STUDENT ACCOUNT

To activate your new student account go to <https://account.clayton.edu/> and click on

Activate Account

LOGIN difficulties? Contact Clayton State Technical Support

Phone: (678) 466-4357

Email: TheHub@clayton.edu

MS TEAMS Virtually: @TheHub

Account Maintenance

Hi there!

Need to activate your account? Forgot your password?

No problem!



Activate Account

Account Recovery

Change Password

ACCESS YOUR STUDENT RECORDS – *THE DUCK*

1. Go to the Clayton State website <https://www.clayton.edu/>
2. Select Student Tab at top of the main webpage
3. Click SWAN icon
4. Click DUCK icon and login <https://selfservice.clayton.edu/login>

Again, the previous slide explains how to login to your DUCK account

1. From Main menu choose **Student Services tab**
2. Choose Student Records from the list
3. Choose View Holds – (next slide)
4. Choose Academic History to enter contact info.


REMOVING HOLDS FROM YOUR ACCOUNT

HOLDS PLACED ON YOUR ACCOUNT MUST BE REMOVED BEFORE REGISTRATION

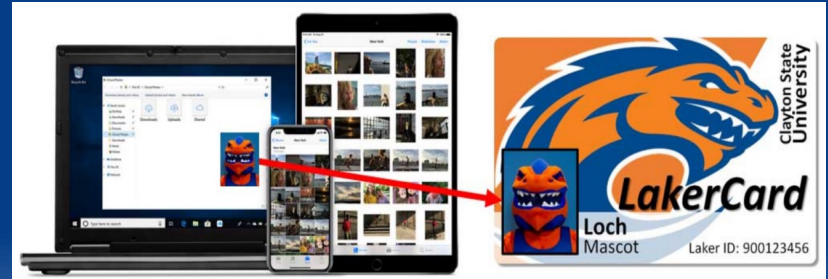
Login to your DUCK Account to view HOLDS <https://swan.clayton.edu/>

After completing the Orientation QUIZ at the end of this presentation, this is one of the HOLDS that will be removed from your account. [View the step-by-step video on how to remove HOLDS](#)

The most common HOLD is the Registration Agreement HOLD:

1. Login to your CSU DUCK Account Select “Student Services”
2. “Registration”
3. “Build your class schedule”
4. Select current semester and click Submit 
5. Verify/edit student info – Submit (*I AGREE*)

LAKERCARD COLLEGE ID



Your CSU student ID: It's your COLLEGE ID!

- You can obtain your LakerCard by going to <https://www.clayton.edu/aux-services/laker-card/photo-upload> and click on the LakerCard Photo Upload to obtain your card.
- You **MUST** provide an official photo ID in order to obtain your LakerID.
- You **MUST** have your LakerID or government issued ID in order to pick-up your books. (next slide)
- For additional information, email lakercard.clayton.edu



THE LOCHSHOP: BOOKSTORE

DUAL ENROLLMENT funding pays for required textbooks, access codes, and e-books only (not lab fees). The Loch Shop will provide the least expensive version of a required book, which may be a rental, e-book or online access.

- Students must complete a Loan Agreement every semester to be able to receive their books. All books must be picked up and returned to the Loch Shop in Morrow by the last day of finals. Please refer to the DE Textbook FAQs for more information.
- You MUST have your LakerID or government issued ID in order to pick-up your books.
- Shop online at: <http://www.lochshop.com/>
- Additional information about the Loch Shop: <https://www.clayton.edu/aux-services/the-loch-shop/>

COURSE SCHEDULE & BOOKS

REMEMBER: **YOU** (the STUDENT) **MUST** remove **ALL HOLDS** in order to be registered for courses. Your Dual Enrollment Advisor will assist you with registering for courses.

[View the step-by-step video on how to remove HOLDS](#)

CSU course listings and prerequisites for courses can be found at:
<https://apps.clayton.edu/courses/schedule/>

Need Books?

[Watch the video to learn how to get your books and access your classes](#)

ACADEMIC CALENDAR

Inside Clayton State for Students



CLASS SCHEDULE



SWAN



ACADEMIC CATALOG



THE HUB



LIBRARY



PAY TUITION



SOFTWARE RESOURCES



FINANCIAL AID



REGISTRAR



AUXILIARY SERVICES



UNIVERSITY CALENDAR



DINING SERVICES

Academic Life

- Academic Calendar
- Library
- University Catalog

Financial Services

- Tuition and Payments
- Scholarship Information
- Financial Aid

Student Life

- Campus Life
- Recreation
- Housing

Campus Services

- Get Emergency Alerts
- Parking
- Dining

The Academic Calendar is a GREAT information source

The calendar includes registration dates, class start dates, add/drop deadlines, exam dates, HOLIDAYS and more.

[View the Academic Calendar](#)

ADDING OR DROPPING A CLASS

- Dropping or changing your class schedule may affect high school schedule. ***** Students MUST see the high school counselor to make any schedule changes.**
- ADD / DROP is typically available for 2 - 3 days after the 1st day of Clayton State college classes. The ADD / DROP periods vary by semester. *Check the academic calendar for specific ADD / DROP dates.*

The academic calendar serves as a primary source of planning for registration dates, class start dates, add/drop, exams and more.

We cannot process drop / add requests over the telephone. The request must be submitted from your CSU college email. Schedule changes must be approved by your high school counselor.

COURSE WITHDRAWAL

Students that **WITHDRAW** from a class after DROP / ADD will be **INELIGIBLE** from attempting the SAME DE funded course. The student cannot attempt / repeat the same course and receive DUAL ENROLLMENT funding. The attempted hours will count against the 30 hours funding cap.

Students may only WITHDRAW from two courses during the **lifetime** of their Dual Enrollment participation. After the student has reached the two course WITHDRAWAL, they cannot return for additional FUNDED courses.

***Satisfactory Academic Progress (SAP) students must maintain a minimum of 2.0 GPA, see link for details

<https://www.clayton.edu/financial-aid/sap>

For more information, visit: **[Dual Enrollment New Regulations](#)**

DE FUNDING APPLICATION

TUITION PAYMENT FACTS



Log on to www.GAfutures.org and complete the funding application.



The Dual Enrollment application must be completed by the students and parents **ONCE** a year, in order for DE tuition to be paid.



Students who do not complete the annual funding process will receive a bill for their tuition. Incomplete funding applications will require the student to complete the full payment for courses and books.

(I understand)



HELPFUL WEBSITES

Clayton State University Dual Enrollment Program

www.clayton.edu/admissions/dual-enrollment

- GA Futures (DE Funding Application):
www.gafutures.org/
- Clayton State Technical Support (Login Issues):
www.clayton.edu/hub
- Admissions Office (Application Status):
<http://www.clayton.edu/admissions/undergraduate-admissions/application-status>
- University Health Services (Immunization & TB):
<http://www.clayton.edu/UHS>

ONLINE ORIENTATION QUIZ

Please complete the online orientation quiz to remove HOLDS

You may refer to the Orientation Presentation to help with answering the questions on the QUIZ.

After successful completion, your DE Advisor will remove your Orientation Hold.

AGAIN: Refer to the previous slide for links to check the status of your college application.