

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.



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. Please complete this before attending your advising session. This hold can prevent you from registering for classes.



ksuhub.com/LPV

DUAL ENROLLMENT ADVISING

- Your advisor will send you an email 48-72 hours after attending the **mandatory** 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 **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.*



ksuhub.com/DEPGAF

GET CONNECTED TO KSU

SET UP YOUR NETID

- You need your NetID to access your Owl Express, KSU email, and D2L.
- Look up and activate your NetID by completing the form online at 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.
- Existing users can check their email by visiting ksuhub.com/MyKSU.
- Learn how to forward your KSU email to your personal email inbox by following the steps listed at 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 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.