

# Dual Enrollment Handbook



## Tennessee Tech University

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# What is Dual Enrollment, & Why Do It?

We are excited to welcome you to Tennessee Tech University's Dual Enrollment Program! Our Dual Enrollment handbook has been created to provide high school students, parents, and school partners with clear, concise information about the opportunities, responsibilities, and expectations involved in earning college credit while still in high school.

Dual enrollment offers motivated students the chance to experience college-level coursework, explore academic interests, and get a head start on their college education – all while completing their high school diploma. It's a unique opportunity to challenge yourself, save time and money, and ease the transition to college life.

What are some of the perks?! As a DE student, you have access to the TN Tech Fitness Center (please be sure to check Fitness Center rules and regulations), Tech Library, and Golden Eagle Perks! With your Eagle card, many businesses and organizations in Cookeville offer discounts to our Tech students (See partnering businesses at <https://www.tntech.edu/community/perk-partners.php>). Finally, DE students only have to pay the \$25 application fee one time - subsequent DE enrollment is free!

At Tennessee Tech University we are committed to helping dual enrollment students thrive by providing quality instruction, accessible support services, and a welcoming academic environment. Whether you are just beginning to explore this path or are ready to register for your first college class, this handbook is here to guide you every step of the way.

We look forward to supporting you on this exciting journey!

# Dual Enrollment (DE) vs. Joint Enrollment (JE)

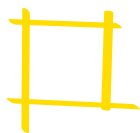
## Dual Enrollment:

- The student receives instruction in a limited number of specific college level class(es) at their high school from one of their teachers or online from Tennessee Tech University staff, not on campus at Tennessee Tech.
- For Dual Enrollment cost per credit hour at Tech is matched to the TSAC grant rate of up to \$200.55 /credit hour.
- DE courses are specific courses as determined by the student's high school teaching curriculum AND count on their high school transcript.

## Joint Enrollment:

- The student applies at [www.tntech.edu/apply](http://www.tntech.edu/apply) as a non-degree student and can select from all non-prerequisite courses offered at Tech.
- Cost per credit hour is the same as incoming Tennessee Tech University Freshmen students - approx. \$699 per credit hour.
- JE courses are non-prerequisite courses that are offered at Tennessee Tech University each semester but may or may not count on their high school credit or high school transcript. It is at the high school's discretion to do so.

# Step-by-Step Instructions for DE Students

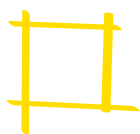


## **STEP #1a: Complete the Dual Enrollment Application as New Student**

Please be sure to pay the \$25 application fee. If you do not pay the fee when you apply, you can log back into [www.tntech.edu/status](http://www.tntech.edu/status) to pay using the email and password you set up when applying. Students can access Tech Express to view received/missing admissions requirements. Continuously enrolled DE students do not have to resubmit the application.

**ACCESS THE DUAL ENROLLMENT APPLICATION HERE**

**Students must apply to Tennessee Tech for the specific DE semester no later than 5 business days prior to the start of courses.**

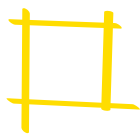


## **STEP #1b: Complete DE Application as Returning Student**

**If you are a returning dual enrollment student** who has continued enrollment\* from the previous term, you'll need:

1. To login to your student portal, <https://apply.tntech.edu/account/login>. If you have forgotten your password you can reset your password at <https://apply.tntech.edu/account/reset>.
2. Once logged into your portal, click on your DE Application for your status page to appear. You'll see a section that asks, **Are you a returning Dual Enrollment Student?** Select the link underneath to complete the returning student form, sign your name, and submit.

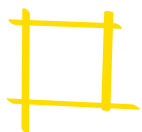
*\*please note that continued enrollment excludes summer terms*



## **STEP #2: Request/Submit Transcripts (if applicable)**

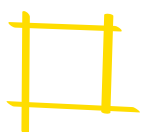
If you enrolled in DE courses through another college (not Tech) for prior semesters, you or your parent needs to request those transcripts be sent directly from the other school to Tennessee Tech's Admissions Office.

*We recommend students submit transcripts via digital transfer, which provides tracking and proof of submission for records.*



### **STEP #3: *Apply for the TSAC Dual Enrollment Grant***

You or your parent must apply for the TSAC DEG grant to pay for your courses ***each year***. If not, you'll have to pay out-of-pocket for your courses. You can apply for the grant through your <https://clipslink.tsac.tn.gov/studentsignon/>. **Scroll to page 7 for more information about the DE Grant, including submission deadlines.**



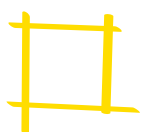
### **STEP #4: *Complete the Intent to Attend Form***

The student's **parent** must complete the **Intent to Attend** form. **If your parent starts the form but does not submit it before closing their browser, they will have to restart the form.**

\*\*\*NOTE: 24 HOURS AFTER YOU COMPLETE THE APPLICATION, YOU CAN ACCESS YOUR T# HERE: [https://ttuss1.tntech.edu/PROD/bwskttutnum.p\\_get\\_tnum](https://ttuss1.tntech.edu/PROD/bwskttutnum.p_get_tnum)\*\*\*

**ACCESS THE INTENT TO ATTEND FORM HERE**

**Please note that the Intent to Attend Form must be submitted no later than 2 business days prior to the start of your registered courses.**



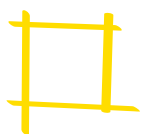
### **STEP #5: *Complete Tech's Health Form***

Parent must complete the required Health form with their student's Tech ID / T#. **Once completed, make sure you save a local copy when prompted!**

Please note that returning DE students who have previously submitted a health form do NOT need to do so again.

**ACCESS THE HEALTH FORM HERE**

**Please note that the Health Form must be submitted no later than 2 business days prior to the start of your registered courses.**



### **STEP #6: *Register for DE courses at your High School***

Your school sends the Office of Admissions class rosters, which we then use to enroll you in your chosen courses. You do **not** register for Dual Enrollment courses through Tech Express.

# TSAC Dual Enrollment Grant Information

The **TSAC Dual Enrollment Grant** is provided by the State of Tennessee and available for all Tennessee residents, regardless of income level.

- The TSAC grant covers **the first five (5) courses taken**, at \$200.55 per credit hour. In general, using the DE Grant does **not** affect a student's future TN HOPE Scholarship fund amounts.
- **For the sixth (6) through tenth (10) courses taken**, students can choose to draw TSAC funds (up to \$100 per credit hour) without lessening their HOPE scholarship amounts.

**IMPORTANT:** The TSAC DE Grant application must be submitted **each year by the specified date** to cover Dual Enrollment course costs for a term (Fall, Spring, Summer)

*The deadline to complete the Dual Enrollment application is June 30<sup>th</sup> for Fall, Spring, and Summer.*

Once the application deadline is passed, students will no longer be eligible to utilize DE Grant funds, so please complete the application A.S.A.P.!

## TSAC Grant Eligibility Requirements:

1. Be classified as a high school junior or senior if enrolling in Dual Enrollment courses at a two-year or four-year post secondary institution; or be classified as a high school freshman or higher if enrolling in a Dual Enrollment program at a TCAT;
2. Complete and submit the Dual Enrollment Grant application on-line by the deadline date;
3. Meet admissions criteria for dual enrollment for the post secondary institution to which the student will enroll as a dual enrolled student;
4. Maintain a minimum 2.0 grade point average for all post secondary courses attempted under the Dual Enrollment Grant.

[CLICK HERE or visit  
https://www.collegefortn.org/dualenrollment/ for more info  
about the DE TSAC Grant!](https://www.collegefortn.org/dualenrollment/)

# TN State Employee Discount Instructions

If a parent is a teacher who works in the TN public school system, a TBR institution, or any public college/university, the relevant discount form should be completed and emailed to **financialaid@tntech.edu** prior to the start of the student's Dual Enrollment semester. **The form is required for each semester a student enrolls to verify continuing employment by the state.**

***[CLICK HERE](https://www.tntech.edu/financialaid/forms.php) or visit <https://www.tntech.edu/financialaid/forms.php> to access the discount form!***

Tennessee Tech employees whose students are enrolled in DE must submit the 'TTU Spouse/Dependent' form, which is also accessible through the above link.

**All discount forms can be submitted on, or after, the dates listed below for each semester:**

- Fall semester - Beginning July 15th
- Spring Semester - Beginning November 15th
- Summer semester - Beginning April 15th

**The final deadline** to submit discount forms is the last business day of each term.

**Discount Forms can be submitted the following ways:**

**In-person:** 3rd floor of the Jere Whitson Memorial Building. Hours: 8:00-4:30  
Monday through Friday.

**Email:** financialaid@tntech.edu

**Fax:** 931-372-6309

*Failure to submit by these methods may result in your discount not being applied by the deadline. For questions about the discount form, reach out to financialaid@tntech.edu or 931-372-3073.*

# Forms of Payment

The following payment methods are available for DE students:

- **The TSAC Dual Enrollment Grant** - to utilize the TSAC Grant, students must submit the application by the June 30<sup>th</sup> deadline and meet all initial eligibility requirements. **Please refer to page 7 for TSAC DE Grant information.**
- **Pay out of pocket, in full, for the class(es)**, through the student's **Eagle Pay** account via credit card or web check, or by cash or check in the Tennessee Tech University Business Office, located in Derryberry Hall, bottom floor.

Students can pay their account balance online by accessing Eagle Pay through Tech Express. If a parent is making an online payment for the student's account balance, the student will need to create an authorized user in Eagle Pay.

**To create an authorized user:**

- a. Access Eagle Pay, select '**My Profile**' - '**Authorized Users**' and then select '**Add Authorized User**', to add the email of the authorized user. Answer the questions that follow, then click '**Continue**'. Read the agreement. If you agree, check the '**I Agree**' box and click '**Continue**'.
- b. Once completed, the authorized user will receive an email from **bursar@tntech.edu**, letting them know they have been authorized to make payments and information regarding logging in to pay.

**To learn more regarding in-person, mail-in, or other payment methods, visit [www.tntech.edu/bursar/payments](http://www.tntech.edu/bursar/payments).** For assistance, call 931-372-3311 or email [bursar@tntech.edu](mailto:bursar@tntech.edu)

## A Note on FERPA:

Students who enter a post-secondary institution, regardless of age, must complete a **Student Information Release** (found in the **Intent to Attend Form**) that designates which individuals, including parents, may request and receive information from Tech. Students can designate any number of individuals in this form. **Those not designated by the student in their release will not receive information on the student regardless of relationship, parents included.**

## Important Deadlines

For a student to successfully enroll in the Dual Enrollment (DE) program and receive credit, the student **and** parent will need to have completed **all** requirements completed by the deadlines below.

***While the student may complete their class(es) at their high school, failure to meet the deadlines listed below will result in no college credit awarded.***

- Students must apply to Tennessee Tech for the specific DE semester [Fall, Spring, Summer] **no later than 5 business days** prior to the start of the desired DE course(s).
- The Dual Enrollment Application, Intent to Attend Form, and the Health Form must be completed and submitted to Tennessee Tech **no later than 2 business days prior** to the start of the desired DE courses.
- **TSAC Dual Enrollment Grant Application semester deadline dates:**
  - Fall Semester - September 15<sup>th</sup>
  - Spring Semester - February 1<sup>st</sup>
  - Summer Semester - May 15<sup>th</sup>
- The final deadline to submit discount forms is the last business day of each term.

## THINGS TO KNOW...

### ○ THE PROGRAM IS NAMED DUAL ENROLLMENT BECAUSE...

students must be “dual enrolled” in both their high school **and** Tennessee Tech University course(s) to receive college credit. While students may fully complete the course at their high school, it is still possible they may **not** receive credit unless all requirements for admission, registration, and payment through Tennessee Tech University are completed.

### ○ YOU CAN UPDATE YOUR DE APPLICATION!

If you need to change information on your current application such as your address or phone number, go to [www.tntech.edu/updateapp](http://www.tntech.edu/updateapp)!

### ○ CONTINUOUSLY ENROLLED DE STUDENTS...

are **not** required to submit an application every semester, however, any break in enrollment requires application re-submission.

**For example:** Fall to Spring or Spring to Fall = no new application, while if a student skips a Spring or Fall semester, they will need to reapply. Summer semesters do **not** count as a ‘break in enrollment’.

### ○ TAKING ONLINE COURSE? GET ACQUAINTED WITH ILEARN!

Students who choose to enroll in online courses for DE access their course information and assignments through **iLearn**, which is available via students’ Tech Express. DE students gain access to Tech Express once enrolled. Learn more about iLearn by visiting our webpage [www.tntech.edu/ilearn/index.php](http://www.tntech.edu/ilearn/index.php).

### FOLLOW APPROPRIATE STEPS TO DROP DE COURSES

All courses must be dropped by a specific date, dependent upon semester. If a student elects to drop a DE course, they need to inform their high school counselor prior to the drop date – the sooner the better! **Students who choose to drop a course after their semester's drop date are responsible for any balance caused by doing so.** Those balances are **not** covered by the TSAC DE grant. Dropping after the final drop date may only be granted in the event of a special request and can result in a withdrawn grade for that course or courses, **which could lead to the loss of the TSAC DE grant for future semesters.** Check <http://www.tntech.edu/calendar> for Drop/Add dates related to your DE courses.

### FOR STUDENTS ADMITTED AS AN INCOMING TN TECH FRESHMAN, BUT TAKING COURSES WHILE IN HIGH SCHOOL:

If, as a high school senior, you apply to Tennessee Tech University as an incoming freshman (i.e. for a semester after you graduate high school) and are admitted, but also want to take DE courses at Tech prior to graduating, **you still need to apply to Tennessee Tech University for that specific DE semester.** Why? Because dual enrollment students and incoming freshmen are considered two different student types, so an application for each is required.

### ALL 18-YEAR-OLD MALE STUDENTS MUST REGISTER FOR SELECTIVE SERVICE

All U.S. males are required to register for Selective Service when they reach the age of 18. **Tennessee Tech University cannot register male students 18 or older for DE courses if they have not registered for Selective Service.** Students can read more and register at <https://www.sss.gov/>

### YOUR DE COURSE GRADES ARE SUBMITTED TO YOUR HIGH SCHOOL

Your DE transcripts, which include your course grades, are shared with your high school via secure file at the end of each semester.

# Contact List

As always, we are happy to walk students, parents and high school counselors through the entire process! Reach out to us at any time through the contact information below.

## Office of Admissions

- Phone: 931-372-3635
- Email: [dualenrollment@tnitech.edu](mailto:dualenrollment@tnitech.edu)
- Website: [www.tnitech.edu/dualenrollment](http://www.tnitech.edu/dualenrollment)

## Office of Financial Aid

- Phone: 931-372-6433
- Email: [financialaid@tnitech.edu](mailto:financialaid@tnitech.edu)
- Website: [www.tnitech.edu/financialaid](http://www.tnitech.edu/financialaid)

## Bursar's Office

- Phone: 931-372-3311
- Email: [bursar@tnitech.edu](mailto:bursar@tnitech.edu)
- Website: [www.tnitech.edu/bursar](http://www.tnitech.edu/bursar)

