DUAL ENROLLMENT CHECKLIST

*If this checklist is printed, the links for the forms are on our website at tntech.edu/dualenrollment

TO BE ADMITTED

STEP #1: APPLY FOR ADMISSIONS
Complete the Undergraduate application for Dual Enrollment at tntech.edu/apply Be sure to select ‘Dual Enrollment’ as student type.

STEP #2: PAY APPLICATION FEE
There are three (3) payment options:
• at the end of the application
• online at tntech.edu/status
• by mail to: Office of Admissions, Tennessee Tech University, Campus Box 5006, Cookeville, TN 38505-0001
Pay to the order of ‘Tennessee Tech’ and include your name and date of birth on the check. *This is a one-time fee and the application will not be processed until paid.

STEP #3: LETTER OF RECOMMENDATION
Your high school counselor will provide a Letter of Recommendation to the Office of Admissions.

STEP #4: SEND YOUR TRANSCRIPTS
Request that an official copy of your high school transcript and any college credit transcripts be sent directly to the Office of Admissions by either:
• High School: email to transcripts@tntech.edu
• High School and/or College transcripts: National Electronic Clearinghouse or regular mail to Office of Admissions, Tennessee Tech University, Campus Box 5006, Cookeville, TN 38505-0001
*Hand-delivered or faxed copies are not considered official.

Once all required documents are received and processed, you will receive an Admission Decision via email with the student’s T# and TN Tech email address. Then, there are a few things to do before registered for DE class(es).

BEFORE REGISTRATION

REQUIRED STEPS:

☐ DUAL ENROLLMENT AGREEMENT
Read and complete the Docusign form ‘Intent to Attend’. It is available here. Upon completion, a copy will be emailed to Admissions for processing.

☐ SET UP YOUR TECH ACCOUNTS
Set up your Tech Express access for access to your Tn Tech email and Eagle Online accounts. Find full directions at the Tech Express website: https://express.tntech.edu/

☐ STUDENT INFORMATION RELEASE AUTHORIZATION FORM
Must be completed so that parents can receive emails via Eagle Online (tntech.edu/eagleonline) regarding student status. Once logged into Eagle Online, it is under the 'Personal Information' tab.

☐ COMPLETE THE HEALTH FORMS
Fill out the following two health forms via Docusign prior to registering for classes:
• Meningitis/Hepatitis B Immunization Health Form (Docusign)
• Tuberculosis Screening Health Form (Docusign)

RECOMMENDED FINANCIAL OPTIONS:

☐ TSAC DUAL ENROLLMENT APPLICATION
Apply for the TSAC Dual Enrollment grant here. *First two DE classes can be fully funded through this grant.

☐ DISCOUNT FORMS
If parent is a teacher who works in a public school system in the state of TN, or an employee of Tech, a TBR institution, or any public college/university, the relevant discount form should be completed and emailed to financialaid@tntech.edu for each term. These forms can be found here.

Check your email for deadline reminders and items needed for application processing. If you need to change items on your application like your address, phone, other contact information, etc., go to tntech.edu/updateapp

For international and DACA students interested in Dual Enrollment, you will need to complete the International Student Admissions Process. For more information, please contact our Office of International Admissions at (931) 372-3634 or intladm@tntech.edu

Additional information at tntech.edu/dualenrollment

Tennessee Tech does not condone and will not tolerate discrimination against any individual on the basis of race, religion, color, creed, sex, age, national origin, genetic information, disability, veteran status, and any other basis protected by federal and state civil rights law. Tennessee Tech complies with Title IX and prohibits discrimination on the basis of sex in education programs and activities, admissions or employment. For inquiries regarding non-discrimination policies, contact equity@tntech.edu; for Title IX, TitleIX@tntech.edu. The Tech policy on nondiscrimination can be found at www.tntech.edu/idea. EMO61-PRNT-19