

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

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