Welcome to Tennessee Tech University’s Dual Enrollment program! High school students who meet the eligibility requirements can get their college career jump-started by taking select college-level courses at a lower cost, helping them make a smooth transition to Tennessee Tech to complete their degree.

Dual Enrollment (DE) is different from Joint Enrollment (JE) in that the student receives instruction in the college level class at their high school from one of their teachers, not on campus at Tennessee Tech.

**PLEASE NOTE THAT ALL STEPS ON THE 2ND PAGE (CHECKLIST) MUST BE COMPLETED**

**PLEASE NOTE THAT DEADLINES NOT MET WILL RESULT IN THE STUDENT NOT RECEIVING CREDIT**

APPLYING:
1. The student will enroll in a DE class at their high school via coordination with their high school counselor. The counselor will provide the class roster and a ‘Letter of Recommendation’ to Tennessee Tech for the student.
2. The student will then apply to Tennessee Tech online at www.tntech.edu/apply. *Note - If you were in Dual Enrollment in the last semester before the upcoming semester (summer not included), you do NOT have to reapply to Tn Tech.*
3. Once the application is submitted, the student/parent will need to:
   - pay the $25 application fee. *unless student has applied before to Tn Tech...it is a one-time fee.*
   - request a current copy of the student’s transcripts, both high school and any other college transcripts, be sent to Tennessee Tech to the address or email provided on the Dual Enrollment Checklist (Page 2 of this document).

Once all required documents are received and processed, the student will receive an admission decision via email with the student’s Tech ID (a.k.a. T#) and also their Tech username. The Tech ID & username are critical to setup their Tech Express (to access Tech email and Eagle Online). Tn Tech will then register the students for their chosen course(s) based upon the roster and information received from the high school - the student does not register themselves. After TN Tech has registered the student, an invoice will be generated on the Eagle Online account.

PAYMENT: Did you know that Tennessee Tech’s Dual Enrollment courses match the cost of community college? The current cost of our dual enrollment classes is $166/credit hour, which is a huge savings from our regular tuition! The TSAC Dual Enrollment Grant, provided by the state, can also help with the cost of these courses. The TSAC grant covers up to $513/class for the first four (4) classes taken, meaning that you can get four (4) three-hour college credit classes completely for free! *Note - For the fifth through tenth classes, students can choose to draw funds (up to $100/credit hour) from their TN HOPE scholarship if they would like.* This is done by completing the TSAC grant application each year. The TSAC grant application link is also on the Dual Enrollment Checklist.

- Please complete the grant A.S.A.P. Delays from missing transcripts or other forms can cause a delay in payment, resulting in parent/student paying for the course out-of-pocket. Once the TN State application deadline passes, the parent/student will have to pay any balance for the class.
- Grant Application Deadline Dates: September 15 – Fall Semester; February 1 – Spring Semester; May 15 – Summer Semester
- If a student has used the grant for DE at another school, they must update the TSAC grant to name TN Tech as the funds recipient.
- Students can take DE at two separate schools at the same time, but a Consortium Agreement must be submitted to TN Tech and the other school providing DE.

DUAL ENROLLMENT CHECKLIST: The 2nd page of the this document is the Dual Enrollment Checklist. It is THE BEST step-by-step walk-through of the entire process of the student’s DE application to Tennessee Tech. There are active links so you can fill them out online for direct submission to Tennessee Tech.

USEFUL LINKS:
- Tennessee Tech Dual Enrollment: www.tntech.edu/DualEnrollment
- Dual Enrollment Checklist: www.tntech.edu/DEchecklist

QUESTIONS? Contact the Tennessee Tech Admissions Office at dualenrollment@tntech.edu or 931-372-3888.
DUAL ENROLLMENT CHECKLIST  www.tntech.edu/DEchecklist

*REQUIRED STEPS FOR DUAL ENROLLMENT*

- **APPLYING TO TECH** - Complete the undergraduate application for the appropriate semester. Be sure to select ‘Dual Enrollment’ as student type. *Note - If you were in Dual Enrollment in the last semester before the upcoming semester (summer not included), you do NOT have to reapply to Tn Tech.*
- **$25 APPLICATION FEE** - There are three (3) payment options: pay at the end of the application - OR - pay online at tntech.edu/status - OR - mail payment to: Office of Admissions, Tennessee Tech University, Campus Box 5006, Cookeville, TN 38505-0001. Pay to the order of ‘Tennessee Tech’ & include student’s name & date of birth on the check. *This is a one-time fee and the application will not be processed until paid. Students do not need to pay the fee again when they apply as freshman!*
- **TRANSCRIPTS** - Request an official copy of high school transcript and any college transcripts be sent directly to the Office of Admissions by either email or electronic clearinghouse to transcripts@tntech.edu - OR - regular mail to ‘Office of Admissions, Tennessee Tech University, Campus Box 5006, Cookeville, TN 38505-0001’

Once all required documents are received and processed, the student will receive an admission decision via email with the student’s Tech ID and Tech username. This information is used to set up Tech Express student portal.

- **DUAL ENROLLMENT AGREEMENT (Intent to Attend / Student Information Release form)** - A parent starts and submits the form, which then goes via Docusign to the student email address to complete - ensuring consent, promise to pay, and release of student information to designated individual(s) for federal F.E.R.P.A. requirements (student privacy). The Admissions Office receives the document automatically.

- **SET UP TECH EXPRESS ACCOUNT** - Set up your Tech Express access for access to your TN Tech email and Eagle Online accounts. Any balance not covered by the free TN TSAC grant will be paid through the Eagle Online account (available through the Tech Express portal).

- **COMPLETE HEALTH FORM** - Fill out the state required Meningitis/Hepatitis B Immunization & Tuberculosis Screening health form online via Docusign. It will automatically go to our Health Services once submitted. Student cannot be registered for a class unless the health form has been received. *Prior DE students who have submitted a health form do NOT need to do so again.*

*OPTIONAL BUT RECOMMENDED STEPS FOR DUAL ENROLLMENT*

- **TSAC DUAL ENROLLMENT APPLICATION:** Apply for the TSAC Dual Enrollment grant. It is NOT income based and available to all TN residents. Beginning Spring 2022, first four (4) Dual Enrollment classes of three (3) or fewer hours each will be fully funded through the grant. Transition DE students will be under Fall 2021 and prior year funding rules.

- **DISCOUNT FORMS:** If the 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.

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

QUESTIONS? Contact the Tennessee Tech Admissions Office at DualEnrollment@tntech.edu or 931-372-3888.

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

Check out tntech.edu/dualenrollment for more information!