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 BELOW MUST BE COMPLETED FOR THE STUDENT TO RECEIVE CREDIT.*

*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.

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 and also their new Tech email address. This Tech ID is critical to setup their accounts (Tech Express, Tech email address, Eagle Online). Tn Tech will register the students for their chosen course(s) based upon the roster and information received from the high school. After TN Tech has registered the student, a bill will be generated.

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 $500/class for the first two (2) classes taken, meaning that you can get two classes completely for free! After your first two classes, the grant covers up to $200 for the third class and $0 for the fourth class. *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 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 second page of the this document is the Dual Enrollment Checklist. It is THE BEST step-by-step walkthrough 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

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

TO BE ADMITTED TO TECH

STEP #1: APPLY FOR ADMISSIONS
Complete the undergraduate application 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; or mailed to: Office of Admissions, Tennessee Tech University, Campus Box 5006, Cookeville, TN 38505-0001. Pay to the order of ‘Tennessee Tech’ and include student’s name and 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!

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

STEP #4: REQUEST YOUR TRANSCRIPTS
Request an official copy of high school transcript and any college transcripts be sent directly to the Office of Admissions by either:
• High School: email to transcripts@tntech.edu
• High School and/or College transcripts: via an 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 & transcripts cannot come from the student/parent.

Before Registration

REQUIRED STEPS:

☐ DUAL ENROLLMENT AGREEMENT
Read and complete the online form ensuring consent and a promise to pay. It is available here. Upon completion, a copy will automatically 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 online at https://express.tntech.edu

☐ STUDENT INFORMATION RELEASE AUTHORIZATION FORM
Must be completed by the student so parents can receive information about the student’s account. This is accessed on Eagle Online (tntech.edu/eagleonline). Once logged into Eagle Online, choose the ‘Personal Information’ tab.

☐ COMPLETE THE HEALTH FORMS
Fill out the following combined health forms online prior to registering for classes:
• Meningitis/Hepatitis B Immunization & Tuberculosis Screening health form (DocuSign)

RECOMMENDED FINANCIAL OPTIONS:

☐ TSAC DUAL ENROLLMENT APPLICATION
Apply for the TSAC Dual Enrollment grant here. *First two Dual Enrollment 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

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!