For a student to be successfully enrolled in the Dual Enrollment (DE) program provided by Tennessee Tech, the student **_AND_** parent will need to have **_ALL_** requirements completed by the deadlines below. While the student may be in the class at the high school, failure to meet the deadlines listed below will result in no college credit awarded.

- **NEW STUDENT** - either a student who has not done dual enrollment through Tennessee Tech previously or has skipped a Fall or Spring semester of dual enrollment at Tennessee Tech.
- **RETURNING STUDENT** - they have been in enrolled in the **_prior semester_** at Tennessee Tech.

DUAL ENROLLMENT CHECKLIST: This is **_THE BEST_** step-by-step walk-through of the entire process of the student's DE application/admission to Tennessee Tech. There are active links so you can fill them out online for direct submission to Tennessee Tech. **www.tntech.edu/DEchecklist**

NEW STUDENT:
- Apply to Tennessee Tech for the semester within **_10 business days_** of the high school classes beginning.
- Admission documents received by Tennessee Tech within **_20 business days_** of the high school classes beginning:
    - Student is listed on the roster(s) of all classes they are taking at the high school.
    - Current high school transcript received direct from the DE high school Counselor; requested by Tn Tech Counselor and sent to **dualenrollment@tntech.edu**
    - 'Intent to Attend' form completed by the parent **_AND_** student. (Docusign online)
    - Required health form completed by the parent. (Docusign online)
    - The student has set up their Tech Express student portal.
    - The student has requested all other prior college transcripts (from dual enrollment or other college courses) to be sent to Tennessee Tech.
    - Complete the TSAC dual enrollment grant yearly.
        - **Grant Application Deadline Dates:**
            - September 15 – Fall Semester
            - February 1 – Spring Semester
            - May 15 – Summer Semester

RETURNING STUDENT:
- 'Intent to Attend' form completed by the parent AND student within **_10 business days_** of the high school classes beginning.
- Student to request any other college transcripts (from prior dual enrollment) to be sent to Tennessee Tech within **_10 business days_** of the high school classes beginning:
- Complete the TSAC dual enrollment grant yearly:
        - **Grant Application Deadline Dates:**
            - September 15 – Fall Semester
            - February 1 – Spring Semester
            - May 15 – Summer Semester

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.

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 <u>ALL</u> STEPS ON THE LAST PAGE (CHECKLIST) MUST BE COMPLETED TO RECEIVE 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 which also serves as 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.*
4. Tennessee Tech will then request the high school Counselors to send the student's current transcript.
   - *Any prior Dual Enrollment or college credit transcripts must be received from other schools if the student has taken them prior to Tennessee Tech. The student must request these to be sent.*

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. This may take a few days depending on the processing time. 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.

TWO FORMS FOR PAYMENT: The current cost of our dual enrollment classes is $179.55/credit hour, which is a huge savings from our regular tuition!

- Pay out of pocket or...
- The TSAC Dual Enrollment Grant, provided by the state and available for all TN residents, regardless of income level. The TSAC grant covers the first five (5) classes taken, meaning that you can get five (5) college credit classes completely for free! **Note - For the sixth through tenth classes, students can choose to draw TSAC funds (up to $100/credit hour).* 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.
  - <u>Grant Application Deadline Dates:</u> 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 -or-
  - 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.
    - *Students without TSAC grant funding will pay the balance through their Tech Express account.*

DUAL ENROLLMENT CHECKLIST: The 3rd page of the this document is the Dual Enrollment Checklist. It is *<u>THE BEST</u>* 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

STEP #1:
REVIEW
PAGE 1 & 2

REVIEW THE FIRST TWO PAGES OF THIS DOCUMENT - If you jumped ahead to this page and did not read the first two pages, you will probably miss something critical about admission, payment, forms, etc. that are required for the Dual Enrollment program. That may cost you money and/or time.

STEP #2:
APPY TO
TN TECH
CLICK HERE!

APPLYING TO TECH - Complete the undergraduate application for the appropriate semester. Be sure to select '*Dual Enrollment*' as student type.
- **$25 APPLICATION FEE** - There are three payment options:
  - (#1) pay at the end of the application - OR
  - (#2) pay online at **tntech.edu/status** - OR
  - (#3) mail payment to: Office of Admissions, Tennessee Tech University, Campus Box 5006, Cookeville, TN 38505-0001. Pay to '*Tennessee Tech*' & include student's name & date of birth on the check.
- **TRANSCRIPTS -** For Dual Enrollment only (not a student's Freshmen year application to Tennessee Tech), your Counselor will send us the required transcript for admission to the DE program. If you are a Senior and also applying to Tennessee Tech, you are responsible for requesting an updated transcript to be sent to us for your post high school college application.

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 in the steps below.

STEP #3:
INTENT TO
ATTEND FORM
CLICK HERE!

'Intent to Attend / Student Information Release' form - *THIS IS A 2-PART 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.

STEP #4:
COMPLETE
HEALTH FORM
CLICK HERE!

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.*

STEP #5:
SET UP
TECH EXPRESS
CLICK HERE!

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).

*YEARLY / SEMESTER PAYMENT & DISCOUNT OPTIONS

TSAC
GRANT
CLICK HERE!

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 (5) Dual Enrollment classes of three (3) or fewer hours each will be fully funded through the grant. *Students without TSAC grant funding will pay the balance through their Tech Express account.*

TN STATE
DISCOUNT
FORM
CLICK HERE!

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!