Tennessee TECH

Dual Enrollment Handbook

Tennessee Tech University

Office of Admissions

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This handbook covers the required elements of the Dual Enrollment process at Tennessee Tech University from start to finish. It is **HIGHLY RECOMMENDED** both the student **AND** parent review the document in full prior to applying, sending forms, etc., so that the student can complete all requirements and receive their college credit. Skipping parts may result in credit not being awarded and grant deadlines (payment for the course) may be missed.

However, if you want the steps to apply and be done, they are in simplified form below in yellow highlight. If you do have questions, please see the previous paragraph above.

STEP #1: Complete the Dual Enrollment application to Tech (*unless returning from the prior semester*) at **www.tntech.edu/DEapply**. *Be sure to pay the $25 application fee in the application. If you do not pay it when you apply, you can log back into www.tntech.edu/status to pay using the email and password you set up when the student applied. Also, app portal is where to see missing/received admission items.*

STEP #2: Parent starts the online 'Intent to Attend' form and submits their part **AND THEN** it goes automatically to the student's email, who completes the Intent to Attend form **(INTENT FORM LINK)**. *Please note: if you start a form, do not submit and then close the browser, you will be starting another form when you return. STUDENT - Check your spam folder if you are not seeing the document.*

NOTE: 24 HOURS AFTER YOU APPLY FOR THE APPLICATION TO BE PROCESSED YOU CAN FIND YOUR STUDENT T# THROUGH THIS LINK (FIND T# HERE).

STEP #3: Parent completes required Health form with student's Tech ID / T# **(HEALTH FORM LINK).**

STEP #4: Parent OR student applies for TSAC DEG grant to pay for the DE courses; otherwise you pay out-of-pocket. Apply each year. **(TSAC GRANT LOGIN)**

STEP #5: Are you taking DE courses through **another** college (not Tech) during the same semester while taking DE courses at Tennessee Tech University? A consortium agreement be completed. We will reach out and guide you in this process. More information below on Page #7.

STEP #6: Did you take DE courses through **another** college (not Tech) in any prior semesters? If so, the student or parent needs to request those transcripts be sent direct from the other school to Tennessee Tech University. More information below on Page #8.

STEP #7: Register for your DE courses at your high school. Your school will send us class rosters and we (Tech Admissions) will register you for the course(s) in our system.

To have a Tennessee Tech University transcript sent to another college, **www.tntech.edu/transcripts**

A sample course list of DE offered at Tech is available (HERE). It can vary each semester.

ILEARN: If the DE course a student is taking is online through Tennessee Tech University, it will be done using Ilearn, which is accessed via the student's Tech Express. Tech Express (**express.tntech.edu**) is set up using the student's Tech ID / T# and Tech username. Once in Tech Express, Ilearn is accessed through the Ilearn icon. More information, tutorials, student resources, etc. for Ilearn are located on the Tech website of **www.tntech.edu/ilearn/index.php**

To remind you…this entire handbook (just at 6 pages of reading to save you thousands of $$$) covers the required elements of the Dual Enrollment process at Tennessee Tech University from start to finish. It is **HIGHLY RECOMMENDED** both the student **AND** parent review the document in full prior to applying and skipping parts may result in credit not being awarded and grant deadlines may be missed.

Please note: The reason for the name of "Dual Enrollment" is that while the student may fully complete the course at the high school, it is still possible they may NOT receive credit unless all requirements for admission, registration and payment through Tennessee Tech University are completed. They must be "dual enrolled" in both their high school AND Tennessee Tech University course(s) to receive college credit.

DUAL ENROLLMENT (DE) VS. JOINT ENROLLMENT (JE)

Dual Enrollment (DE) is different from Joint Enrollment (JE) at Tennessee Tech University in that:

- For DE, the student receives instruction in a limited number of specific college level class(es) *at their high school from one of their teachers or online from Tennessee Tech University staff*, not on campus at Tennessee Tech. For JE, the student applies at www.tntech.edu/apply as a non-degree student and can select from all non-prerequisite courses offered at Tech.
- the cost per credit hour cost is lower for DE than JE.
  - Dual Enrollment cost per credit hour at Tech is matched to the TSAC grant rate of $184.80 /credit hour.
  - Joint Enrollment cost per credit hour is the same rate as for incoming Tennessee Tech University Freshmen students - approx. $438/credit hour.
- DE courses are specific courses as determined by the student's high school teaching curriculum AND count on their high school transcript (at the discretion of the high school administrator). JE courses are non-prerequisite courses that are offered at Tennessee Tech University each semester (i.e. a wider selection of courses) but may or may not count on their high school credit or high school transcript. It is at the high school's discretion to do so.

DEADLINES:

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

- *NEW STUDENT*: a student who has never been enrolled in the dual enrollment program through Tennessee Tech -OR- a student who was not enrolled in the dual enrollment program at Tennessee Tech during *the prior* semester.

- *RETURNING STUDENT* – a student who was enrolled in dual enrollment classes *the prior* semester at Tennessee Tech.

  NEW STUDENT:
  - Apply to Tennessee Tech for the specific DE semester within *5 business days* of the high school courses beginning. Dual Enrollment application is www.tntech.edu/DEapply

- Admission documents must be received by Tennessee Tech within **10 business days** of the high school courses beginning – this includes:
  - Student is listed on the roster(s) of all courses they are taking at the high school
  - Current high school transcript received direct from the high school counselor
  - "Intent to Attend" form completed by the **_parent AND student_**. (Docusign online)
  - Required health form completed by the **_parent_**. (Docusign online)
  - The student has the option to set up their Tech Express student portal at **express.tntech.edu**
    - *Note – you must be admitted and have your Tech ID / T# and Tech username to set up Tech Express.*
  - 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 unless the student/parent will be paying out of pocket
    - Grant application deadline dates:
      - September 15 – Fall Semester
      - February 1 – Spring Semester
      - May 15 – Summer Semester
  - Consortium agreement signed each semester if student is taking DE courses at Tech AND another college(s) during the same semester.
    - *Note – Tech must be listed as the 'Home' institution in order to draw funds from the TSAC dual enrollment grant. If listed as 'Host' institution, the other college (Home) will need to initiate the consortium agreement.*

RETURNING STUDENT:

- 'Intent to Attend' form completed by the **_parent AND student_** within 5 business days of the high school courses beginning.
- Student to request any other college transcripts (from prior dual enrollment) to be sent to Tennessee Tech **within 5 business days** of the high school courses beginning:
  - 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 unless the student/parent will be paying out of pocket. See www.collegefortn.org/dualenrollment/ for the application deadline date.
  - Consortium agreement signed each semester if student is taking DE courses at Tech AND another college(s) during the same semester.
    - *Note – Tech must be listed as the 'Home' institution in order to draw funds from the TSAC dual enrollment grant. If listed as 'Host' institution, the other college (Home) will need to initiate the consortium agreement.*

FORMS OF PAYMENT:

- The TSAC Dual Enrollment Grant, provided by the State of Tennessee and **available for all Tennessee residents, regardless of income level.** The TSAC grant covers the first five (5) courses taken, meaning that you can get five (5) college credit courses completely for free! *Note - For the sixth through tenth courses, students can choose to draw TSAC funds (up to $100/credit hour) without lessening their HOPE scholarship amounts.* This is done by completing the TSAC grant application each year. The TSAC grant application link is also on the Dual Enrollment Checklist.

- o ***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 TSAC application deadline set by the State of TN passes, the parent/student will have to pay any balance for the class. See www.collegefortn.org/dualenrollment/ for the application deadline date.

- o If a student has used the grant for DE at another school, they must update the TSAC grant to name Tennessee Tech University as the fund's recipient OR…
  - ▪ Students can take DE at two separate schools at the same time, but a Consortium Agreement must be submitted to Tennessee Tech University and the other school(s) providing DE.
  - ▪ Students without TSAC grant funding will pay the balance through their Tech Express account at express.tntech.edu. See prior information in 'Forms of Payment' section.

- Pay out of pocket, in full, for the class(es), through the student's Tech Express account or by another method through the Tennessee Tech University Business Office.

  - o **For online payments…**
    - ▪ the student will need to authorize a user to pay any balance on the account. This is done by logging into Tech Express (express.tntech.edu) and going to the Eagle Pay icon.
    - ▪ once in Eagle Pay, at the upper right is 'Authorized Users' link under 'My Profile'. Once in Authorized Users, select 'Add Authorized User', then add the email of the authorized user.
    - ▪ the authorized user will be sent an email from **Bursar@tntech.edu** letting them know they have been authorized to make payments and information on how to log into the account.

  - o **For in-person, mailed, or other payment methods, see www.tntech.edu/bursar/payments**

  Call 931-372-3311 or email **bursar@tntech.edu** for assistance on any payment option.

NEED TO KNOW / <u>IMPORTANT INFORMATION:</u>

- **A STUDENT CAN PERMANENTLY LOSE THEIR TSAC (DE) GRANT!!!** – *A student must earn a minimum 2.00 dual enrollment GPA to remain eligible for the grant. If a student fails to earn a minimum 2.00 dual enrollment GPA, then the student forfeits remaining grant eligibility. See DE Grant Information at the State of TN site HERE. If the student loses the grant and continues in the DE courses, the student/parent will have to pay out-of-pocket.*

- **CONSORTIUM AGREEMENT** – *<u>Tennessee Tech will reach out to DE student parent to if a consortium agreement is needed!!!!</u>* When a student takes DE courses at different colleges during the same semester and wishes to use the TSAC grant to pay for the courses, a Consortium Agreement is needed. When the parent or student filled out the TSAC grant, whichever college they selected as the 'home' institution will determine how the Consortium Agreement and payment for the courses is processed.

  - o <u>Scenario 'A'</u>: A student takes DE courses at Tennessee Tech University and Vol State during the same semester. If the student/parent put Tennessee Tech University as the "Home" institution when filling out the TSAC grant, Tennessee Tech University is authorized to pull the funds for the courses at Tennessee Tech University. Vol State could NOT pull the funds for the grant to pay for the student's

courses at Vol State. However, the parent/student could complete a Consortium Agreement with Tennessee Tech University and Vol State that will allow Tennessee Tech University to pull funds for both schools and then pay the Vol State balance direct. Some schools (Nashville State CC for example) require the student/parent to pay the balance up front and then be reimbursed through a consortium agreement.

  o Scenario 'B': A parent/student put a college other than Tennessee Tech University (from a prior semester of DE) as the "home" institution for the grant. Student is taking DE at Tennessee Tech University for a current semester and no other courses at another institution during the same semester. Until the parent/student log back into the TSAC portal and make Tennessee Tech University the "home" institution, our Financial Aid cannot pull the funds to pay for the courses.

- **DE GRANT USAGE DOES _NOT_ DECREASE HOPE SCHOLARSHIP AMOUNTS!** Since 2022, the TN Legislature ruled that usage of TSAC DE grant funds would _NOT_ affect a student's HOPE funds.

- **ADMITTED AS AN INCOMING FRESHMEN TO TENNESSEE TECH UNIVERSITY (FOLLOWING HIGH SCHOOL GRADUATION) BUT TAKING DE COURSES WHILE IN HIGH SCHOOL** – This is a common occurrence with high school Seniors. If, at the beginning of your Senior year in high school, you apply to Tennessee Tech University as an incoming freshman (i.e. for a semester after you graduate high school), you are admitted, _AND YOU ALSO WANT TO TAKE DE COURSES AT TENNESSEE TECH UNIVERSITY PRIOR TO GRADUATING_, you will still need to apply to Tennessee Tech University for that specific DE semester. Why?

  o DE and incoming freshmen are two different student types so an application for each is required.
  o Course ID numbers for DE courses are different and attached to the semester they are offered so a separate application is required.
  o _Please note – continuing semesters of DE do NOT require new applications. Any break in enrollment in DE semesters DOES require a new application. For example – Fall to Spring or Spring to Fall = no new application. If a student skips a Spring or Fall semester, they will need to reapply. Summer is NOT counted as a 'break in enrollment'._

- **UPDATE APP FORM:** If you need to change information on your current application such as your address, phone, other contact information, etc., go to **www.tntech.edu/updateapp.**

- **SELECTIVE SERVICE:** All U.S. males are required to register for Selective Service when they reach the age of 18. Tennessee Tech University cannot register male students for DE courses if they have not registered for Selective Service at the age of 18. Students can register and find more information at **https://www.sss.gov/**

- **FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT):** See details **HERE**. Once a student enters a post-secondary institution, regardless of age, a Student Information Release (Intent to Attend form in Step #4 below), must be filled out by the parent and student, designating which individuals, including parents, that we may give information to from the University. The student can designate any number of individuals in this form. Those not designated by the student will _**not**_ receive information on the student regardless of relationship to the student, including parents.

- **DROPPING A DE COURSE:** There are drop dates for any DE course during each semester. If a student elects to drop a DE course, they will need to inform their school Counselor prior to the drop date – the sooner the better. Those students dropping a course are responsible for any balance caused by doing so AFTER the drop date. Those balances are NOT covered by the TSAC DE grant. Dropping a course after the drop date (depending on how long) may also incur a failing grade or incomplete grade which could result in loss of the TSAC DE grant for future DE courses.

DETAILED DUAL ENROLLMENT STEP-BY-STEP (ACTIVE LINKS):

STEP #1: APPLY TO TENNESSEE TECH UNIVERSITY. The student will create their application account to Tennessee Tech University online at **www.tntech.edu/DEapply** for the specific semester desired, and then log-in as a "Returning" or "New user".

- Once the application is submitted, the student/parent will need to pay the $25 application fee *unless the student has applied before to Tennessee Tech University...it is a one-time fee.* If a student has paid prior, Tennessee Tech University will bring up the prior payment to the most recent application.

- The student/parent will need to request any prior college credit transcripts (dual enrollment or joint enrollment) from other colleges to be *sent from the college directly to Tennessee Tech University* – it cannot be sent or forwarded from the student. If the sending college needs an email, use **transcripts@tntech.edu** If the prior college will only send via snail mail, use 'Office of Admissions, Tennessee Tech University, Campus Box 5006, Cookeville, TN 38505.

  Please note: A handy way to locate the transcript request page for any college is to Google the name of the college and add "transcript request". This will usually take you right to the ordering portal. We always recommend having it sent via digital transfer as tracking and proof of it of it being sent is recorded.

Once all required documents are received and processed, the student can find their Tech ID / T# online **HERE**. The Tech ID/T# is needed for the health form.

Please note: As mentioned previously, if a Senior is doing dual enrollment AND applying to Tech for their freshmen college year, these are two separate applications as they have different requirements, different courses, different semesters, etc. It is advised the student review communications with this in mind as they will receive information about dual enrollment AND their freshmen admission over the course of their last year in high school.

The student can check their admission status at **www.tntech.edu/status** - they will need to use the email and password they created when they applied to log in.

STEP #2: INTENT TO ATTEND FORM (CLICK HERE). *THIS IS A TWO-PART FORM!* A parent starts and submits the form, which then goes via Docusign to the student's email address for them to complete -- ensuring consent, promise to pay, information on prior and current DE courses at other colleges/universities, and release of student information to designated individual(s) for federal FERPA requirements (student privacy). The Admissions office receives the document automatically. *It will offer you the choice to save a local copy...please do so!*

STEP #3: HEALTH FORM (CLICK HERE). *Prior DE students who have submitted a previous health form do NOT need to do so again.* A parent of the student will complete the Tennessee State required Meningitis/Hepatitis B Immunization & Tuberculosis Screening health form online via Docusign. The student's Tech ID / T# will be needed for the form. It will automatically go to Tennessee Tech Health Services once submitted. A student cannot be registered for a course unless the health form has been received. *It will offer you the choice to save a local copy...please do so!*

STEP #4: Parent OR student applies for TSAC DEG grant to pay for the DE courses; otherwise you pay out-of-pocket. Apply each year. **(TSAC GRANT LOGIN).** The grant is discussed in more detail in the previous '**FORMS OF PAYMENT**' paragraph above.

STEPS #5 & #6: Students who have taken or are taking DE at another school other than Tennessee Tech University will have steps to do such as requesting transcripts to be sent to Tennessee Tech University, set Tn Tech or another school as the 'Home' school in the TSAC grant and such. Most communications from Tennessee Tech University will cover these steps once the Intent to Attend form is filled out (it notifies Tn Tech staff what actions are needed based upon the students' responses in the form).

STEP #7: STUDENT REGISTERS FOR THE DE COURSE(S) AT THEIR HIGH SCHOOL. The student will enroll in their DE course(s) at their high school via coordination with their high school Counselor.

- The high school counselor will provide Tennessee Tech University the class roster, showing which course(s) the students are registered for. This roster also serves as a "Letter of Recommendation" to Tennessee Tech University for each student.

- Tennessee Tech University will make best efforts to coordinate with the student's high school Counselor to provide high school transcripts to the University DE representative. However, it is still the student's responsibility to insure the transcript is sent from their school direct to Tennessee Tech University

Tennessee Tech University will then register the student for their chosen course(s) based upon the roster and information received from the high school -- the student does NOT register themselves for Dual Enrollment courses through Tech Express.

YEARLY / SEMESTER PAYMENT & DISCOUNT OPTIONS

APPLY FOR THE TSAC GRANT (CLICK HERE). Apply for the TSAC Dual Enrollment Grant. It is *NOT* income based and available to all Tennessee residents. The first five (5) Dual Enrollment courses will be fully funded at $184.80 per credit hour through the grant. Students without TSAC grant funding will pay the balance through their Tech Express account. Courses 6-10 can pull funds at $100 per credit hour no limit and with **NO IMPACT** on Tn HOPE scholarship funds.

TN STATE EMPLOYMENT DISCOUNT (CLICK HERE). If the parent is a teacher who works in the TN public school system (Tn Tech employees will use a 'TTU spouse/dependent' form from the Tn Tech HR or Financial Aid website), a TBR institution, or any public college/university, the relevant discount form should be completed and emailed to financialaid@tntech.edu prior to the start of that semester. The form

is required to verify continuing employment by the state. Please note the forms are turned in AFTER the dates listed below:

- Discount forms for the Fall semester can be submitted beginning July 15th.
- Discount forms for the Spring semester can be submitted beginning November 15th.
- If attending Summer semester, discount forms can be submitted beginning April 15th.
- The deadline to submit forms is the last business day of each term.
- Forms can be submitted in person, by email **financialaid@tntech.edu**, or by fax 931-372-6309 on or after the dates listed above. Failure to submit by these methods, may result in your discount not being applied by the deadline.

For questions about the discount form, reach out to **financialaid@tntech.edu** or 931-372-3073.

OTHER PERKS OF DUAL ENROLLMENT AT TECH

Aside from getting a jump start on college credit while in high school, there are other benefits to doing your DE at Tennessee Tech University:

- As an admitted Tech student, you can get a Fitness Center membership. At most times, the student is a part-time student classification (based on hours taken). See membership details HERE. Student must abide Fitness Center rules & regulations and be 18 years of age to use without a parent present.
- Tech Library resources are available to DE students. The DE student would need to (1) get an Eagle Card / Student ID card (HERE) and set up Tech Express as well (express.tntech.edu) with their T# and Tech username.
- Golden Eagles Perk Program – with your Eagle Card, many businesses and organizations around Cookeville offer discounts to Tech students. See partnering businesses HERE.
- DE students do not pay the $25 app fee when applying to Tech at any time after being admitted for DE.

As always, we are happy to walk students, parents and high school counselors through the entire process. Reach out to us at any time through the contact information below.

CONTACT EMAIL / PHONE: **dualenrollment@tntech.edu** | 931-372-3635
WEBSITE: **www.tntech.edu/dualenrollment**