



# Steps for Dual Enrollment 2011-2012

## Step 1:

Discuss Dual Enrollment with your guidance counselor, or parent(s) if you are home schooled, to determine if Dual Enrollment is a good fit for you given your academic abilities, goals, and schedule. Obtain permission from your high school (or umbrella school) to enroll in Dual Enrollment courses.

## Step 2:

Complete the Pellissippi State online application by the deadline and pay the \$20.00 application fee. Go to <http://www.pstcc.edu/> and click the red "Apply Online" link in the bottom left corner. Click on Apply for Admission/Readmission. Choose Dual Enrollment as your course of study.

## Step 3:

Submit a copy of your ACT scores (PLAN scores are acceptable for juniors only). If you have not taken the national ACT, you may be able to take a residual ACT at Pellissippi State that can be used solely for admission to Pellissippi State. The cost of the exam is \$32.00. Please call 865-694-6454 for availability. You may only take the exam **after** you have been accepted to Pellissippi State.

### ACT Requirements

Classes that **do not** involve math skills

19 Reading/ 18 English

Classes that **do** involve math skills

19 Math/ 19 Reading

Career/Technical courses

Must take exam and submit scores

## Step 4:

Request that your high school, umbrella school, or independent school administrator submit a copy of your high school transcript to Pellissippi State:

### Enrollment Services

10915 Hardin Valley Road

P.O. Box 22990

Knoxville, TN 37933-0990

Main: 865/694-6400

Fax: 865/539-7217

## Step 5:

Download and complete the Hepatitis B form at [http://www.pstcc.edu/admissions/pdf/imm\\_form.pdf](http://www.pstcc.edu/admissions/pdf/imm_form.pdf). The form does not have to be signed by a doctor, but it must be signed by a parent or guardian for students

### Completed Steps:

- Discuss Dual Enrollment with HS guidance counselor and/or parent(s)
- Complete Pellissippi State application
- Submit ACT scores
- Submit high school transcript
- Complete & submit Hepatitis B form
- Apply for Dual Enrollment Grant
- Register for classes
- Confirm attendance and pay tuition/fees

under 18 years of age. Only the first page of the document is needed.

## Step 6:

Complete the online Dual Enrollment Grant application at <https://clipslink.guarantorsolutions.com/Students/ignon/Default.aspx>. You must be a junior or senior to qualify. Additionally, you must meet Pellissippi State's dual enrollment admission requirements, which are:

- (1) 3.0 high school GPA for general education classes and 2.0 high school GPA for career/technical classes.
- (2) ACT scores as outlined in the box under Step 3 of this document.
- (3) To maintain eligibility you must earn a 2.75 cumulative GPA for all college courses.

We cannot approve your Dual Enrollment grant until you have registered for classes.

**\*\*\*You must re-apply for the grant every semester.\*\*\***

## Step 7:

Register for your classes online via your myPellissippi account. If you are taking classes at your high school campus, Pellissippi State will work with your guidance counselor to get you registered.

## Step 8:

Confirm your attendance (via your myPellissippi account) and pay any outstanding tuition or fees. If you fail to do so by the deadline, you will be dropped from your classes. Contact the Cashier's Office for details or to make a payment: 865-694-6605. You may also make payments online.

Questions?

Contact us at 865-694-6400.