

# Checklist for Dual Enrollment Students

So you think you have signed up for a Dual Enrollment class at Pellissippi State.

To be sure, complete the checklist below. We don't want you to overlook a detail that would prevent you from earning college credit!

- 1) Have you filled out and submitted a Pellissippi State application, including the Hepatitis B form?
- 2) Did you pay the \$10 application fee?
- 3) Have you submitted your high school transcript to Admissions and Records?
- 4) Have you turned in your ACT (or SAT) scores to Admissions and Records?
- 5) Did you submit a Dual Enrollment Grant Application with page 2 filled out by you and signed by you and your parent or guardian (in ink)?
- 6) Have you registered for the course? You can do so by logging on to myPellissippi. (<http://mypellissippi.pstcc.edu>)

If you answered "no" to any of the above questions, your admissions file is not complete. Contact the Admissions Office at 694-6568 to see what documents are missing. Be sure to tell the person with whom you speak that you are a Dual Enrollment student and what high school you attend.