

Pellissippi State Dual Enrollment Handbook

Welcome to the Dual Enrollment Program at Pellissippi State Technical Community College. We are excited about your interest and hope that this handbook provides you with the information you need as you begin. If you have further questions after reading it, however, don't hesitate to call the Admissions Office at 694-6568 or the Dual Enrollment Office at 694-6580.

What are the benefits of Dual Enrollment classes?

Taking college classes while still in high school has a host of benefits, from saving money to learning the ropes.

Consider the following advantages Dual Enrollment provides:

- **An easier transition from high school to college**
Being introduced to college-level work and expectations while still in the familiar environment of your high school helps you move smoothly from one stage of education to the next.
- **Credit in high school and college**
By definition, a dual enrollment class means you are both a high school and a college student at the same time, so you may be earning credit toward high school graduation requirements while you are getting a head start on college.
- **Better preparation for what lies ahead**
Confronting the challenge of college coursework will provide you with the knowledge, skills, and work habits that employers and colleges frequently ask for in their applicants.
- **Significant cost savings**
The Dual Enrollment Grant may make it possible for you to take a college course for as little as \$10 plus the cost of your textbook. Because the credits you earn transfer to many colleges and universities, you save on the cost of your college education.

Who is eligible for Dual Enrollment?

High school juniors and seniors, whether they attend public, private, or home school, may enroll in Dual Enrollment classes if they meet the criteria listed below.

To qualify for **general education** courses, students must:

- Be a junior or senior in high school
- Have a high school GPA of 3.0 or higher
- Have a minimum ACT score of 19 in English and Reading, if you wish to take a course that ***does not*** involve math skills
- Have a minimum ACT score of 19 in Math and Reading, if they wish to take a course that ***does*** involve math skills

To qualify for **career technical** courses, students must:

- Be a junior or senior in high school
- Have a high school GPA of 2.0 or higher
- Have taken the ACT
- Meet the minimum requirements for the course they wish to take

In addition, you must meet the following criteria for specific courses:

- For English classes, you must be a senior
- For MATH 1130, 1530, 1710, or 1720, you must have a minimum ACT score of 19 in math and have completed Algebra II in high school.
- For MATH 1630 or 1730, you must have a minimum ACT score of 21 in math and have completed Algebra II in high school. For 1630, precalculus in high school is also a prerequisite.
- For MATH 1910, you must have a minimum ACT score of 26 in math and have completed Algebra II, geometry, and precalculus in high school.

Will DE credits transfer to other colleges and universities?

Credits you receive from Dual Enrollment courses taken through Pellissippi State will transfer to **all** of the public colleges and universities in the state, including the University of Tennessee. In addition, the vast majority of out-of-state institutions and private schools across the country accept these college credits.

For information regarding credit for the specific courses you take, call the Admissions

Office at the college to which you are applying. With any transfer credit, the receiving institution makes the decision about whether to grant credit and how to apply it to your program of study.

How do I transfer my credits when I graduate from high school?

Fill out and submit a transcript request form to have your Pellissippi State academic records sent to another college or university. Go to this web site for instructions on how to request your transcript:

<http://www.pstcc.edu/departments/records/FAQ.htm#transcripts>. If you decide to attend Pellissippi State, we will already have a record of your coursework.

What does it cost to take Dual Enrollment courses?

Fortunately, if you are a high school student who has lived in Tennessee for at least a year, you can apply for the Dual Enrollment Grant, which contributes up to \$300 per semester (\$600 per year) for qualified students to take Dual Enrollment courses. In many cases, the grant money covers your tuition for one course.

Information about the grant can be found at

http://www.collegepaystn.com/mon_college/dual_enroll_grant_rules.htm and the grant application is available at <http://www.pstcc.edu/departments/admissions/dualen.pdf>.

Other costs: There is a non-refundable \$10 fee to apply to Pellissippi State, and you are responsible for purchasing textbooks and other course materials.

Most students take a Dual Enrollment course at Pellissippi State for less than \$100.

What is the difference between the Dual Enrollment Grant and the Tennessee Lottery Scholarship?

Although both are funded through the proceeds of the Tennessee Lottery, they are two separate programs.

The Dual Enrollment Grant was created for the purpose of encouraging students to get a head start on their college educations. To be eligible for the grant, you must be a high school student taking a college course for college credit. In addition, you do not need to file financial aid forms like the FAFSA for the Dual Enrollment grant. All you have to submit is the grant application itself. Once you graduate from high school, you are no longer eligible for the grant.

Furthermore, courses taken as a Dual Enrollment student do NOT affect your

eligibility for the Lottery Scholarship. The grade you make in a Dual Enrollment course is not figured into your GPA in determining if you are eligible for the Lottery Scholarship, and the credit hours you earn as a Dual Enrollment student do not count toward the total number of hours.

What am I required to do in order to keep the Dual Enrollment grant?

First, you must apply for it each semester. For example, if you take English 1010 the fall of your senior year and want to take English 1020 in the spring, you must fill out another Dual Enrollment grant application. Renewal is not automatic.

Second, you must maintain a GPA of 2.75 or higher in your college coursework to continue receiving the grant money.

What if I haven't taken the ACT or didn't score well enough to qualify for Dual Enrollment?

Because nearly all colleges and universities require ACT (or SAT) scores for admission or placement, we strongly recommend that you take the National ACT Exam long before your senior year of high school. Early testing will not only establish qualifications for Dual Enrollment courses, but also will allow you time to retest if your scores are not as high as you would like.

We do offer a Residual ACT that is valid **only** for Pellissippi State. In other words, unlike the national exam, the results of this test cannot be sent to other colleges or used to apply for the Tennessee Lottery Scholarship. You must have completed a Pellissippi State application to be eligible for the residual test.

To find out test dates and times and to schedule a test, call 694-6454.

What are the differences between Dual Enrollment and AP courses?

Both kinds of courses carry the potential of earning college credit while you are still in high school. They just do it in different ways.

AP courses cover an advanced curriculum taught by the high school instructor. To receive college credit, you must successfully complete the course and then take the National Advanced Placement Exam, which is given each May. While AP credit is accepted by most colleges and universities, you must score a minimum of 3, and in many cases 4 or 5 (out of a possible 5), on the exam to receive the credit.

Dual Enrollment courses are regular college courses, which can be taught either at the

high school or on the college campus. The student earns a grade and receives credit upon successful completion of the course. DE classes are taught by full- or part-time college faculty members, who must have a master's degree and at least 18 graduate hours in the teaching field in order to teach any general education course.

How do I register for Dual Enrollment courses?

After you make sure you meet the eligibility requirements, just take the following steps to enroll.

1. Complete an application for admission to Pellissippi State and pay the \$10 application fee. You can do both online. Go to <http://www.pstcc.edu/departments/admissions/app.html>. When beginning the application process, choose **Dual Enrollment** from the drop-down box. When prompted for your major, choose **Dual Enrollment**. When entering your high school information, please indicate your expected graduation date.
2. Submit a high school transcript by mail or by fax to Admissions and Records, fax (865) 539-7217.
3. Fill out the Hepatitis B form. You may print this form by clicking the link. <http://www.pstcc.edu/departments/admissions/imm.pdf>. You may fax this to Admissions and Records at (865) 539-7217
4. Submit official ACT scores to Admissions and Records. (If this score is stamped on your transcript, you do not need to send a second copy.)
5. For Fall 2009 and after, complete the Dual Enrollment grant application at <https://egrands.guarantorsolutions.com/scholarshipapps/>. This application should be accessible by July 2009.
6. Register for the college course. Web registration is available via myPellissippi, which can be accessed from <http://www.pstcc.edu>. Although you will not be able to register until your admissions file (application, transcript, test scores) is complete, you can check the status of your application and what documents might be missing through myPellissippi. ***** If you are taking a class on a high school campus, you will not register for your class.** The Dual Enrollment Representative will take care of the registration process for you.

How do I get the books and supplies I need?

A bookstore is located at each of Pellissippi State's four campuses, and your teacher will inform you of what texts you need for the course.

As a college student, you are responsible for obtaining books and materials required for the course. Often you can save money by purchasing used books.

What are my responsibilities as a Dual Enrollment student?

As a new college student, it is a good time to start assuming some responsibility, beginning with the application, registration, and book-purchasing processes and following through with effort in the classroom.

Since Dual Enrollment classes are college courses, the amount of work necessary to succeed may be greater than in high school courses. You should attend class, carry out assignments to the best of your ability, and maintain communication with your instructor—all without prompting from parents or teachers.

As members of the college community, Dual Enrollment students are treated the same as other college students and are subject to all college policies governing students while attending Pellissippi State.

What if I decide to drop a Dual Enrollment course?

Students choose to withdraw from courses for a variety of reasons, and in college withdrawal is typically allowed until several weeks into the semester.

If you decide to drop a DE course, be sure to keep the following in mind:

- Check with a guidance counselor at your high school to find out if the high school allows course withdrawals and what effect dropping the course might have on your high school credit and GPA.
- If your decision is final after consulting with the counselor, go into myPellissippi and officially drop the course **before the posted deadline**. A “W” will be recorded on your transcript. If you do not drop the course, an “F” will be recorded.

Whom should I talk to if I have a question?

If the question is about a Dual Enrollment course in which you are currently enrolled, speak with your instructor. You'll find Pellissippi State instructors very approachable and more than willing to answer your questions.

If the question pertains to your application for admission or the admissions requirements, contact the Admissions Office at 694-6568.

If you have general questions about the Dual Enrollment program, contact the Dual Enrollment office at 694-6580.

We are all glad that you are considering the challenge of Dual Enrollment and will be

happy to address any questions or concerns you may have.