



## Dual Enrollment Checklist

Go to <a href="http://www.pstcc.edu/dual">www.pstcc.edu/dual</a> to complete the following steps		
1.	Complete a Pellissippi State online application	Click the "Apply to PSCC" link. Select Dual Enrollment as your application type.
2.	Apply for the TSAC dual enrollment grant	Click the "Apply for the DE Grant" link. You must be a junior or senior to qualify and must meet Pellissippi State's GPA and ACT dual enrollment admissions requirements as listed below. <b>Dual enrollment students must complete the TSAC DE grant before the beginning of every semester.</b>
3.	Submit Hepatitis B form	Click the "Hepatitis B" link. The form does not have to be signed by a doctor but must be signed by a parent or guardian for students under 18. Email, mail, or fax the completed form to the address below.
4.	Submit transcripts and ACT/PLAN scores	Have your high school, umbrella school, or independent school administrator email, mail, or fax a copy of your high school transcript and ACT/PLAN scores to the address below. PLAN scores are only valid for juniors.
5.	Register for courses	Register online via your myPellissippi account. For more info, click the "Register for Classes" link. If you are taking classes at your high school campus, Pellissippi State will register you.
6.	Pay any outstanding tuition or fees	Pay via your myPellissippi account or at the Cashier's Office at any Pellissippi campus.
You cannot officially be enrolled until all items are received.		

All documents must be submitted by:

Summer '16: May 15

Fall '16: August 10

Spring '17: January 6

Please mail, fax, or email documents to:

Spencer Joy  
Academic Affairs  
P.O. BOX 22990  
Knoxville, TN 37933-0990

Fax: 865.539.7690  
Email: [sdjoy@pstcc.edu](mailto:sdjoy@pstcc.edu)  
Phone: 865.539.7349

### GPA and PLAN/ACT Requirements

General Education courses: 3.0 unweighted GPA

Career Technical courses: 2.0 unweighted GPA

2.75 GPA for all college courses previously completed

ACT scores for General Education non-math or science courses: 18 in English, 19 in Reading

ACT scores for math or science courses: 18 in English, 19 in Reading, 19+ in Math

ACT scores for Career Technical courses: minimum of 13 in all subject areas

\*Score requirements are the same for the PLAN and official ACT\*

Detailed instructions for completing the online PSCC and TSAC dual enrollment applications are found on the back of this page.

### **Applying to Pellissippi**

1. Click on the "Apply to PSCC" link on the Pellissippi State Dual Enrollment webpage: <http://www.pstcc.edu/dual>
2. Create a Login ID and pin.
  - Login ID can be up to 9 characters
  - Pin must be exactly 6 numbers
3. Log in and select "Dual Enrollment" as your application type.
4. Fill out all sections of the application.
5. Upon completing the application, a confirmation page will appear. If you do not see this page, go back and make sure all your information has been entered in the application. **All seven sections of the application must have red checkmarks before application is complete.**

### **Applying for the TSAC Dual Enrollment Grant**

1. Click on the "Apply for the DE Grant" link on the Pellissippi State Dual Enrollment webpage: <http://www.pstcc.edu/dual>. You must know your Social Security Number before you begin the TSAC DE grant application.
2. Create a TSAC account. **Follow the instructions in red lettering carefully.**
3. Log into your account and click on the "Apply for Scholarships" tab at the top left of the page.
4. Choose the dual enrollment grant for the term for which you wish to apply. Be sure to choose the correct semester or semesters when you will be taking classes as a dual enrollment student. **Apply for both the fall and spring dual enrollment grants even if you are not planning on attending both semesters.**
5. Complete the Student Information Section.
  - If you were born in Tennessee, your date of residence is your birthdate.
  - If not born in Tennessee, your date of residence is the date you moved here.
6. Under the Additional Student Information section, check the following: 1. No; 2. No; 3. No; 4. Yes.
7. Under the College/University Information Section, **select Pellissippi State as your college of choice.**
8. Once you have applied for the grant, click "Financial Verification." Your grant for Pellissippi State should be listed as "pending."