

DSCC Dual/Joint Enrollment Student Responsibility Checklist

DSCC Dual/Joint Enrollment students are responsible for providing all necessary information and documentation for the Dual/Joint Enrollment application as well as fulfilling all financial obligations involved in participating in the Dual/Joint Enrollment program, including:

- Complete the Dual/Joint Enrollment application** which must be filled out in entirety and signed by your parent/legal guardian. All applications must be turned into your high school dual enrollment contact, Donna Smith. . Home School students may submit an application at any of the three DSCC Campuses in Dyersburg, Trenton and Covington. New students will be assessed a non-refundable \$10 application fee. Eligible students must be junior or senior in high school and have a cumulative high school GPA of 3.00.
- Complete the Hepatitis B Immunization Health History** form and turn it in along with the application.
- IF you plan to enroll in 12 or more credit hours per semester.
Present proof of two doses of the Varicella (Chickenpox) vaccine, laboratory evidence of immunity, or a history of Varicella disease from a health practitioner.
- To enroll in an English course, your ACT subscore in English must be at least 18 and Reading must be at least 19. To enroll in a mathematics course, your ACT subscore in math must be at least 19.
- Request any college/university transcripts that reflect completed Dual Enrollment coursework** at any and all institutions other than Dyersburg State. Failure to submit an official transcript documenting any previous dual/joint enrollment coursework may hinder the student's ability to receive the Dual Enrollment Grant.
- Apply for the \$300 Dual Enrollment Grant provided by the Tennessee Student Assistance Corporation (TSAC) online at WWW.COLLEGEPAYSTN.COM.** Not completing this online application will result in the student being billed by DSCC for the full \$300. A student who does not qualify for the TN Dual Enrollment Grant for any and all reasons, including residency or GPA, will be billed by DSCC for the full \$300. A student who is participating in Dual/Joint Enrollment courses at more than one college/university and chooses to send the Dual Enrollment grant to an institution other than DSCC will be billed by DSCC for the full \$300.
- Complete and return the signed TSAC Dual Enrollment Grant Program Additional Courses Agreement to Donna Smith or DSCC**, if you are enrolling in two or more classes in a semester and wishes to borrow an additional \$300 from their future Hope Scholarship funds. The student must be Hope Scholarship eligible and the amount borrowed from future HOPE scholarship funds will be deducted "dollar for dollar" during the first year of enrollment at a HOPE eligible institution.
- Contact the Business Office to arrange for payment of all fees associated with participating in the Dual Enrollment program at Dyersburg State.** Contact the DSCC Business Office at 731-286-3306.
- DSCC Dual/Joint Enrollment students are not permitted to register for DSCC courses online.** Students must note the course or courses they wish to register for on the official Dual/Joint Enrollment application. Once the application is approved by the student's high

school guidance counselor, the application is submitted to the DSCC Office of Admission and Records.

- To Add/Drop/Withdraw from a Dual Enrollment course at DSCC**, a student must first consult their high school counselor. Once the request has been approved by the high school counselor, the request is submitted to the DSCC Office of Admissions and Records. Once the request has been processed, you should check with the DSCC Business Office to see if any funds are owed. Failure to attend the course does not officially drop you from the course. By simply not attending class, you may receive an “F” on your DSCC transcript as a result as well as owe money to DSCC.