

NEW DUAL ENROLLMENT STUDENT CHECKLIST

Links to online forms 📄 are found at www.apsu.edu/govnow.

To qualify for dual enrollment at Austin Peay, you must have:

- completed your sophomore year of high school.
- a minimum high school GPA of 3.0 **OR** ACT 21 composite score.

Note: although you may be admitted to the program via the above criteria, some courses will require college-level scores (ACT or equivalent tests scores):

- **ENGL 1010:** ACT E-18, ACT R-19
- A/Bs in High School English and History
- **CHEM 1010/1011:** ACT M-19, ACT E-18, ACT R-19
- A/B's in High School English, History, and Algebra II
- **All math courses:** ACT M-19
 - **MATH 1530 (Statistics):** ACT M-19, ACT E-18, ACT R-19
- A/B's in High School English, History, and Algebra II
 - **MATH 1010/1710:** A/B's in High School Algebra II

Testing

- If you haven't taken the ACT, you can earn college-level scores by taking the Accuplacer on APSU's campus:
 - Call (931) 221-6269 to make an appointment.
 - You must have completed the online dual enrollment admission application prior to your test date.

Suggested Due Dates for Admission Materials

Failure to submit documents in a timely manner could result in late registration fees and/or limited course selection for online and on campus courses.

Spring Semester Classes		Summer/Fall Semester Classes	
At your high school	December 1	At your high school	May 1
Online/On Campus	November 1	Online/On Campus	April 1

Application for admission

- Go to https://www.apsu.edu/govnow/apply_for_admission/index.php
- Select 'Dual Enrollment'
- Create an account
- Log in with your credentials and complete the application
- **Parent Authorization Form** 📄
 - Your parent will receive an email, to the parent email address you list on your application, containing a parent authorization form to complete.

Check your email!

- Several days after completing your online admission application you will receive correspondence that includes:
 - **Your A number** (begins with A00)
 - **Your username** (the first part of your email address before @my.apsu.edu)
 - **High School Recommendation Form** 📄
 - Your counselor will complete this form and will send your transcript and test scores to us once you have applied.
 - We will need an in-progress transcript for your initial admission and a transcript with your final grades once the high school term is complete.

Release of Information

- If your parents wish to contact APSU to discuss your account (grades or billing), you will need to be present or submit this release of information form: <https://www.apsu.edu/registrar/resources/FERPAStudentInstructions.pdf>



Complete the TN Dual Enrollment Grant application

- Application can be found here:
<https://www.collegefortn.org/dualenrollment/>.
- Do NOT select the Middle College scholarship application; that is only for two-year institutions.
- If you are enrolled in another institution during the same semester:
 - You must request an official transcript be sent from the other institution to APSU.
 - If you are taking **three or more** courses at an institution in the **same** semester, list that institution on your application.
 - If you are taking **one or two** courses with APSU and **one** course with another institution in the **same** semester, please see the chart to the right.

Other institution at which are enrolled:	The institution you should list on your grant application:
Bethel University	Bethel University
University of Tennessee at Martin	University of Tennessee at Martin
Columbia State Community College	Columbia State Community College
Nashville State Community* College	Austin Peay State University
Jackson State Community* College	Austin Peay State University
Tennessee College of Applied Technology Dickson*	Austin Peay State University

*If one of these institutions requests a consortium agreement, contact us at govnow@apsu.edu.

TSAC Dual Enrollment Grant Deadlines:

Fall Semester	September 15
Spring Semester	February 1
Summer Semester <i>Complete the prior school year application for summer grant money (Ex. For Summer 2024, complete the 2023-2024 grant application).</i>	May 15

Vaccination records

- Not required of all students; only needed if homeschooled and/or taking more than 6 credit hrs/semester on campus. A Certificate of Immunization can be found at: <https://www.apsu.edu/health-and-counseling/boyd-health-services/immunizations.php>.

Discount form

- Due upon registration, if applicable. Must be submitted **every** semester a student is enrolled **when classes begin**.
- Tuition discounts for dependents of certified public school teachers in Tennessee (25%), state of Tennessee employees (25%), and TBR or university employees (50%).
- Discount forms can be found at: <http://www.apsu.edu/student-account-services/discounts>. For questions, please write discounts@apsu.edu.

Accommodations—Office of Disability Services

- If you require accommodations and are enrolling in a course that is not taught by your high school instructor, please visit <https://www.apsu.edu/disability/accommodations.php> and submit an accommodation application.
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TN Dual Enrollment Grant

The TN Dual Enrollment Grant will cover tuition for five courses as long as you meet the application deadlines and maintain a 2.0 collegiate GPA. Courses 6-10 are covered at a reduced tuition rate of \$100 per credit hour. You are responsible for any science lab fee or Structure Learning Assistance (SLA) course fees and textbooks.

Courses 1-5: \$554.40 each for the first through fifth courses. That's up to \$2,772 in savings!

Courses 6-10: \$100 per credit hour. For the typical 3-credit hour courses, this is \$1,272 in savings!

	APSU Tuition	Dual Enrollment Grant	You Owe	
Course 1	\$554.40	\$554.40	\$0	<i>Please note that courses taken through other institutions will count toward your five free courses at APSU. For instance, if you take courses 1 and 2 with "College A," and then enroll in three courses through APSU, you will only receive three courses free through APSU (courses 3 through 5 in the grant sequence).</i>
Course 2	\$554.40	\$554.40	\$0	
Course 3	\$554.40	\$554.40	\$0	
Course 4	\$554.40	\$554.40	\$0	
Course 5	\$554.40	\$554.40	\$0	
Course 6	\$554.40	\$300	\$254.40	
Course 7	\$554.40	\$300	\$254.40	
Course 8	\$554.40	\$300	\$254.40	
Course 9	\$554.40	\$300	\$254.40	
Course 10	\$554.40	\$300	\$254.40	

NOTE: These examples assume courses are three credit hours at the dual enrollment tuition rate.

- Once you have applied 10 courses to the TN Dual Enrollment Grant, you will no longer be eligible to receive TN Dual Enrollment Grant funds and will be responsible for the remaining dual enrollment rate of tuition.
- **You must be a TN resident (or Fort Campbell, KY resident) for at least one year** at the time of enrollment in order to receive grant funding.
- **If your cumulative college GPA falls below 2.0, you will no longer be eligible for TN Dual Enrollment Grant funding.**
- Dual Enrollment Grant funding can only be applied to 1000 and 2000 level courses.

**Still Have Questions?
Contact Us!**
Phone: 931-221-7175
Email: govnow@apsu.edu

Important Points to Remember:

- **Monitor your APSU and personal email accounts for important notifications.**
- Log into your account by going to <https://onestop.apsu.edu/> and choose **Web Self-Service**.
- Our office will provide you with the Course Registration Number (CRN) for classes at your high school or district collaborative; these courses will not be published in the schedule of classes found in Web Self-Service.
- Registration instructions for online and on campus classes are here: <https://www.apsu.edu/registrar/resources/APOnestopRegistrationInformation.pdf>.
- Once registered, visit <https://apsu.bncollege.com/> to look up any required textbooks.
- Dual enrollment students are automatically confirmed (you will not be dropped from classes due to nonpayment at the start of the semester).
- **Login to your TSAC account to see when your Dual Enrollment Grant has been applied to your account. You do not need to pay until the grant money is applied mid-semester.**
- Balances must be paid in full once grant money is applied before students can register for future semesters. You can pay via your Web Self-Service or by calling the Cashier's Office at 931-221-6285.
- If you are considering withdrawing from a class on/after the first day of class, please contact our office to understand how it will impact your transcript and balance.

