



Go Sooner!

Dual and Joint Enrollment FAQs

What is dual enrollment? Joint enrollment?

Once you complete your sophomore year in high school, there are two ways you can earn college credit from Austin Peay State University:

- Dual enrollment allows you to enroll in college courses and receive ***both*** high school and college credit for that course.
- With joint enrollment, you receive ***only*** college credit for the course.

How do I qualify for dual or joint enrollment?

In order to participate in either enrollment program at Austin Peay, you must meet the following APSU admissions requirements:

- Complete your sophomore year of high school.
- Maintain a 3.0 GPA on a 4.0 scale (high school cumulative GPA).
- Submit a minimum ACT subscore of 19 in English and math (SAT 460 on Critical Reading and math).
- Be recommended by your high school principal or school counselor.
- Have your parent's permission to enter the program.

What if I have not taken the ACT or SAT yet?

You may take the ACT-Residual. The ACT-Residual is used by APSU to meet admissions requirements and is given at designated times throughout the year. This test is for Austin Peay only. Results cannot be transferred to another school. Cost is \$35. Call the Testing Center at 221-6269 for scheduling and further information. http://www.apsu.edu/testing/test/act_residual.htm

What classes can I take?

Most classes are available to you, although we recommend that you consider classes that fulfill core requirements. When enrolling for dual credit, your school counselor should also ensure that the classes will fulfill high school requirements or electives.

You may enroll in 1000- or 2000-level courses but should meet any course prerequisites. To enroll in upper division courses, you will need to meet the course prerequisites and obtain department chair permission.

What English courses can I take?

You must complete a high school junior English class in order to enroll in any APSU college-level English class. In addition, you must have a minimum ACT subscore of 19 in reading to qualify for the APSU English classes.

If you are planning to enroll after your high school graduation at APSU as a degree-seeking student, you can receive English credit based on ACT/SAT scores. If you have a valid ACT English score of 28 – 30 (SAT/SAT1 verbal/critical reading 630-690), you will receive credit for English 1010. Those with a valid ACT English score of 31 – 36 (SAT/SAT1 verbal/critical reading 700 – 800) will receive credit for English 1010 and 1020. You will receive this credit only if you have not already received college credit for English 1010 and 1020.

How many classes can I take?

APSU has no limits on the number of classes you can take – but your high school may set specific requirements. Be sure to check with your school counselor office for the guidelines you must follow.

Can I take classes for more than one semester?

Yes. Once you complete your sophomore year, you can take classes each semester – but you must re-apply each term. The early admission application, most current high school transcript and the dual lottery scholarship application must be resubmitted for each semester that you enroll for dual or joint credit classes. You also can take classes offered during the summer sessions.

Can I take online classes?

Yes, but you should ask yourself some simple questions before you enroll in an online class:

- Am I disciplined enough to check my classes frequently throughout the semester (at least three times a week)?
- Can I work independently?
- Do I have access to a high speed Internet connection?

Also, you will want to talk with your school counselor about taking an online class; some schools have restrictions or other requirements for these classes.

Can I take classes at APSU Center @ Fort Campbell?

Yes. However, the Austin Peay Center @ Fort Campbell operates on a different academic calendar, so be sure to check that those classes still fit into your high school schedule. To get more information about the Center, go to <http://www.apsu.edu/apfc/> or contact the Center for Extended and Distance Education.

What is a cohort group?

Typically, a cohort is a class held off campus and designed for a specific student group. For dual enrollment, these classes have the following characteristics:

- Instructor is not a member of the APSU regular faculty but must meet the requirements set by APSU's academic department overseeing the course, including teaching credentials, syllabus and textbooks.
- Class usually meets at the high school during the regular school day or sometimes at another designated location and time.
- Students are high school students only and are sometimes a combination of those taking the class for dual credit and those taking it for high school credit only. Classes also may be composed of students from one high school or sometimes draw from several schools in the system.

Are the qualifications and processes for the cohort groups any different?

The qualifications for entering the dual program are the same (3.0 GPA, 19 ACT subscores, etc.) The application and admissions process is also the same; however, we usually offer additional assistance in coordinating your admission and registration as a group.

What is the Clarksville-Montgomery County School System's Middle College, and how is it different from the dual enrollment program?

The Middle College concept is different from the dual enrollment program in that students in Middle College actually leave their high school and become Middle College students on the APSU campus. If you are active in the various extracurricular activities offered at your high school, you will want to stay at your current school. In addition, admission to Middle College is limited to 120 students per year. More information is found at the Clarksville Montgomery County School System website:

www.cmcss.net.

How do I apply for admission as a dual or joint enrolled student?

You must complete the following application items:

- Application for Admission – required only the first time you apply (complete online or mail in a paper copy by the APSU deadline.)*
- Application for Early Admission – submit for each semester of dual enrollment.
- Official ACT scores – the Admissions Office must receive official results directly from ACT or from the high school transcript provided by your high school counselor. We cannot accept a student copy.
- Official high school transcript – ask your high school counselor to submit an official and current transcript. The transcript must be the most recent prior to your term of dual enrollment; for example, if you are taking a dual enrollment course in the spring semester, we must have your final fall semester high school transcript as soon as it is available.
- Immunization Health History form – required only the first time you apply. This documents the status of your vaccinations for hepatitis B and meningitis.

Remember to check that all forms are filled in completely, include all required signatures and are submitted by the requested deadlines! You may check deadlines on APSU's academic calendar at

<http://www.apsu.edu/Registrar/acadcal.aspx>

**The APSU Application for Admission is the key document in getting you enrolled for your first semester. To prevent delays be sure to submit it as soon as possible – no processing will be done on any of your paperwork, regardless of what other items you may have submitted, until the regular application for admission is received.*

Where do I send all of the completed forms?

Please send everything to the Center for Extended and Distance Education, Attn: Linda Stolz, APSU, Box 4678, Clarksville, TN 37044. Office staff will log everything as it is received and see that it is delivered to the appropriate campus location in a timely manner.

What if I have questions about the applications?

Go to the AP Self Service Screen at <http://webss.apsu.edu>, choose “Apply for Admission or Check Application Status” and select “Dual, Joint or Early Admit” from the list. The program will guide you through the Application for Admission and you can save your work and come back later to complete if needed.

When asked for your major, choose “undecided.” That major code is “UND.”

Instructions for AP Self Service can be found online at <http://www.apsu.edu/Registrar/registration1.aspx>

You also may contact the Admissions Office, admissions@apsu.edu or (931) 221-7661, or the Center for Extended and Distance Education with any questions:

Linda Stolz, secretary, at 221-7175 or stolz1@apsu.edu

Is there an application fee?

The application fee for dual or joint enrollment is waived. If applying online, you must select the “dual/joint enrollment” application type in order to get the fee waived.

If you later apply for admission to APSU as a freshman, you will be required to pay an application fee at that time.

What happens once I am admitted?

You will receive a letter from the Admissions Office indicating your admissions status, your new APSU Student ID number and a PIN number. Please allow anywhere from two to four weeks for processing. This letter also will tell you if there is any additional information still required for your file. Please submit anything requested as soon as possible to prevent delays in your enrollment.

You also will receive a letter from the Center for Extended and Distance Education that will give you specific instructions for registration. A checklist for the registration process is also available at www.apsu.edu/gosooner.

How much does it cost?

Following is a summary of the **2009-10** academic year fees.* For complete details on all fees, go to <http://www.apsu.edu/businessoffice/acctrec/>.

Main campus:	\$252.20 per credit-hour (excludes flat fees)
Fort Campbell:	\$202.25 per credit-hour

Remember, the dual lottery grant provides up to \$300 per semester toward these costs.

**NOTE: Amounts shown here are for the 2009-10 academic year. Annual tuition and fees are set in June each year by the Tennessee Board of Regents (TBR).*

Is there any financial aid available?

You are eligible for the Tennessee Dual Lottery Scholarship, which currently provides \$100 per semester credit – up to \$300 per term or \$600 per academic year. Beginning with Fall 2009 enrollments, all students must apply for the grant **online** at <https://egrand.guarantorsolutions.com/scholarshipapps/>. *Paper applications will no longer be accepted.*

Deadlines for online applications are:

Fall semesters: September 1st

Spring semesters: February 1st

Summer semesters: May 1st

These deadlines apply to main campus and Ft. Campbell terms regardless of start dates.

You must maintain a minimum GPA of 2.75 in your college credits to receive the Dual Lottery Scholarship in subsequent semesters. If you decide to drop a class, the scholarship will not be affected if you do so within 14 days of the semester start. If your college GPA falls below 2.75, you will not be eligible to receive dual enrollment lottery funds in the future. This will not, however, affect your eligibility for Hope Scholarship funds once you graduate from high school.

Austin Peay also offers a need-based scholarship for dual enrolled students. This application is at http://www.apsu.edu/Ext_Ed/Dual_Enrollment/APSU_scholarship_application.pdf

Will dual enrollment classes affect my eligibility for the Tennessee Hope Scholarship upon graduation from high school?

Dual enrollment classes will not be included in determining eligibility for the Tennessee Hope Scholarship. You remain qualified to receive the full Hope Scholarship upon graduation from high school. Even though you have taken these dual enrollment classes during high school, you will be classified as a first-time freshman for financial aid purposes after high school graduation.

How do I register for classes?

Contact the Center for Extended and Distance Education to be assigned an adviser. You will proceed with your registration using AP OneStop. The AP OneStop link is found on the main page of Austin Peay's Web home page – at the top and right of the page.

The following links are excellent resources for registration information, including helpful screen shots:
<http://www.apsu.edu/Registrar/OneStopRegistration2009.doc>
<http://www.apsu.edu/Registrar/registration1.aspx>

If it's an online class, check the online orientation at <http://www.apsu.edu/online/>. Look for "Online Orientation" in the navigation bar on the left side of the Web page. Also helpful is the video at http://www.apsu.edu/portal/login_video.html

Contact us at (931) 221-7175 or stolzl@apsu.edu if you have any questions.

Remember, you are NOT enrolled until ALL admissions and registration paperwork is complete and you have paid your fees!

What is a "PIN" number?

The PIN number is a six-digit number composed of the month, day and year of your birth. Upon signing into AP Self Service for the first time, you will be prompted to change your PIN to a six-digit number that only you will know. You will use it in combination with your student ID number when using AP Self Service to register and pay fees.

Note: APSU does not use Social Security numbers for identification purposes. Your student ID number is assigned randomly and always will begin with the letter "A" – so if anyone asks you for your "A" number, that is to what they are referring.

What is an "Alternate PIN?"

This is the number given to you by an APSU official in order to register for your class. This number is NOT the same as your PIN mentioned in the above question.

What is a "CRN?"

This is a number in the registration system that specifically identifies the particular course for which you wish to register. They can be found in the class schedule at AP Web Self Service.

CRNs for cohort group classes will not always appear in the published course schedule to prevent other students from registering in that class; APSU representatives will provide the CRN in those cases.

What if the class I want is full?

If the class for which you want to register shows as full, you may contact the instructor to see about getting permission to register. He/she will need to submit an override form to allow you into the class. If the class is online, contact the Center for Extended and Distance Education for assistance with contacting the instructor.

How do I pay tuition?

Once you have registered for your classes, you can see your total fees at AP Web Self Service in “Student Account” (see directions below). You are responsible for taking the initiative and pay your fees on time. If you have any questions or have problems, contact us at the Center.

Tuition and fees must be paid prior to the deadline for each semester. Please note there is a late registration fee of \$50 if registration and fee payment occur during the “late registration” period on the official academic calendar. <http://www.apsu.edu/Registrar/acadcal.aspx>

Term	Application Deadline	Late Registration (\$50 late fee)	Classes Begin
Fall II 2009	October 16, 2009	October 24-27	October 24, 2009
Spring 2010	December 11, 2009	January 14-20	January 14, 2010

- a. **Pay online** using a credit card through AP OneStop*: <http://apbrlu1.apsu.edu/cp/home/loginf>
 1. Click on “Enter secure area” and enter your User ID and PIN;
 2. Click on “Student, Financial Aid, VA and Housing”;
 3. Click on “Student Account”;
 4. Click on “Account Detail for Term/Confirm Enrollment/Credit Card Payment”;
 5. Select the term from the drop-down menu;
 6. Select “pay now.”
- b. Or, **pay in person** – come to the Business Office in the Browning Administration Building on campus.
- c. Or, **pay by mail** – mail your check or credit card information to
APSU Business Office
Box 4635
Clarksville, TN 37044
Include your student ID number on your check.

*Instructions for registering are available online at <http://www.apsu.edu/Registrar/registration1.aspx>

What if I live in Kentucky or have other out-of-state status?

Students living in the Kentucky counties of Allen, Calloway, Christian, Logan, Todd or Trigg are not charged out-of-state tuition. If you are not within an easy driving distance to APSU for campus classes, you have the option to take online classes for dual/joint credit.

If you are a non-citizen from outside the United States, you will be required to pay the out-of-state rate.

What if my parent is an employee of the state or school system – do I get a discount?

You may be eligible for an additional discount on your tuition if your parent is a qualified school system employee, a state employee or a TBR/UT employee. You must submit the appropriate completed and signed forms *prior* to paying fees.

Discount forms can be found online at

Employees of the state of Tennessee (not TBR, UT, or any public school system):
http://www.apsu.edu/hrhomepage/forms/feewaiver_state_emp.pdf

TBR or UT employees:
http://www.apsu.edu/hrhomepage/forms/dep_fee_waiver.pdf

Dependents of licensed public school teachers and dependents of state employees:
http://www.apsu.edu/hrhomepage/forms/feediscount_dependents.pdf

What if I my parent is active-duty military?

A military discount is available *only* if you take classes at the APSU Center @ Fort Campbell (level 1000 through 2000 courses only).

Please note, when filling out your application for admission, you must complete both sections 15 (residency) and 22 (active duty/veterans/family members) of the application in order for your account to be coded correctly and the discount applied.

How do I know what textbooks to purchase?

Go to APSU Bookstore's Web site at <http://www.apsubookstore.com>. You will see a "Buy Textbooks" section where you can select the term of your class. Follow the prompts to input your course name, course number and section number to get a list of books for your class.

How and where do I buy my textbooks?

You are responsible for purchasing the necessary textbook(s) for your classes. You may purchase them at the APSU Bookstore located in the Catherine Harvill building in the center of campus, online at <http://www.apsubookstore.com>, with another vendor in town or other online source.

Remember, it is necessary to have the course name, number and section with you when you make inquiries and purchases at the APSU Bookstore or at another Clarksville vendor.

How do I get to my class on campus?

You are responsible for your own transportation to and from class. When you schedule your dual or joint enrollment class, make sure to account for the time required to be at class on time.

Where do I park on campus?

A parking decal is required when you attend class on APSU's main campus. The cost of the decal is included in your main campus fees; instructions on obtaining a decal and other information can be found at <http://www.apsu.edu/Police/parking.aspx>.

To see designated parking locations, go to <http://www.apsu.edu/map/> for an interactive campus map. There also is a link here to a printable parking map.

Do I have access to campus facilities and activities?

Yes, if your class is on the main campus, the fees you paid with your tuition cover parking, athletic events, campus recreation center, the library, etc.

Any hints to make this all go smoothly?

Yes...

- ✓ *Always read through everything carefully and follow the instructions provided.*
- ✓ *Double-check all forms to ensure that all spaces are completed.*
- ✓ *Remember to get all required signatures – including your own – on all documents.*
- ✓ *Pay attention to deadlines, and submit everything as early as possible.*
- ✓ *Be sure we have current phone numbers and working e-mail addresses for student and parents.*
- ✓ *Don't hesitate to contact us with any questions:*

Linda Stolz, secretary at 221-7175 or stolz1@apsu.edu

Please be patient. There are a lot of steps – but if you submit everything completed and on time, you will be taking college classes very soon!



Center for Extended
& Distance Education

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