



Dual Enrollment Fast Facts

ELIGIBILITY

- Must be a high school junior, senior or academically talented sophomore.
- Attend a Tennessee public/private secondary school or home education program.

APPLICATION

- **Submit the Dual Enrollment application.**
Complete online at www.ColumbiaState.edu/High-School and select "high school student."
- **Submit completed consent form.**
Requires signatures from student, parent and school representative. The form also has a Hepatitis B section that requires either a student (if student is over the age of 18) or parent signature.
- **Request High School transcript.**
The high school may fax transcripts to 931.560.4125 or email to Processing@ColumbiaState.edu.
- **Submit ACT/SAT test scores.**
Used to determine college-level readiness in reading, writing, and math when required for prerequisites. If a student has not taken the ACT/SAT, they can schedule a placement exam (once admitted) with Testing Services.
- **Submit Driver's License.**
Provide a copy of your Tennessee driver's license if your are over 18 years old or will turn 18 during the semester.
- **Register for Selective Service (males 18 and older).**
Register at www.sss.gov.

PLACEMENT EXAM

The placement exam is an untimed, computerized exam that helps evaluate your skills and place you into appropriate courses. The placement exam offers testing in reading, writing and math. You will receive your exam results immediately upon completion of testing.

You may be required to take one or more of the placement exams before enrolling in a particular course. The placement exam can be scheduled at any of our five campus locations.

- **Columbia Campus – 931.540.2821**
- **Williamson Campus – 615.790.4400**
- **Lawrence Campus – 931.766.1600**
- **Lewisburg Campus – 931.359.0351**
- **Clifton Campus – 931.676.6966**

Learn more:

www.ColumbiaState.edu/Testing-Services/

MAINTAINING DUAL ENROLLMENT STATUS

- To remain eligible for the Dual Enrollment GRANT each semester, students must maintain a 2.75 cumulative GPA in their college courses.
- To remain eligible for Dual Enrollment, students must maintain at least a 2.0 cumulative GPA in their college courses.
- If you applied for Dual Enrollment as a sophomore, you will need to submit an updated transcript showing you have completed your sophomore year in high school.

Enrollment Services

Jones Student Center, Room 103
1665 Hampshire Pike
Columbia, TN 38401
Phone: 931.540.2790 • Fax: 931.560.4125
TDD Relay Number: 800.848.2098
Admissions@ColumbiaState.edu
www.ColumbiaState.edu/Dual-Enrollment



Quick Guide For Dual Enrollment Grant Students

The Tennessee Student Assistance Corporation provides the Tennessee Dual Enrollment Grant for high school juniors and seniors who have been a Tennessee resident for one year prior to the start of the semester. Grant amounts will vary for each student per semester depending on the number of classes taken and the number of grants previously awarded. A student may only use a maximum of \$1,800 in Dual Enrollment Grants each academic year and a maximum of three Dual Enrollment Grants per semester (if eligible for the Hope Lottery Scholarship).

REGISTER FOR CLASSES

Upon satisfying all admissions requirements and after registration opens for the semester, you will need to log in to your myChargerNet account and register for classes.

1. Visit the Columbia State website www.ColumbiaState.edu.
2. Click "MyCN" (horse icon in top blue navigation bar).
3. Enter your PVT username and password.
 - i. Click the "PVT Username Lookup" link (if needed).
 - ii. Your initial password is your eight digit birthdate plus the letters Cs (i.e. 04252003Cs).
4. Click on the "Student" tab to the left.
5. Under "Registration Tools" click "Add or Drop Classes."
6. Select the term for which you want to register.
7. Select "Add or Drop Classes" (must not have a hold on account).
8. Enter the 5 digit Course Reference Number into the Add Class Worksheet table at the bottom of the page.
9. Click on "Submit Changes."
10. Once registered, close the browser window and click on the "Weekly Schedule" icon under "Student Services."
11. Provide a copy of your schedule to your guidance counselor and keep one for your records.

APPLY FOR THE GRANT

Visit www.tn.gov/CollegePays to apply. TSAC has strict Dual Enrollment Grant application deadlines each semester.

- Fall Semester: September 15
- Spring Semester: February 1
- Summer Semester: May 15

Once your tuition balance has been determined and is visible in myCN, your Dual Enrollment Grant award will be processed and applied as a credit to your account. Any remaining balance after the grant has been applied is the responsibility of the student.

CONFIRM YOUR SCHEDULE

Log in to myCN and let us know that you will be attending! Click the "Student" tab, and select "View/Pay Account" under "Student Services." Please be aware that if a balance remains after Dual Enrollment Grant funding is applied to your account, you will be directed to a secure website to pay the balance.

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