

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
- HIST 2010/2020: ACT R-19
- All math courses: ACT M-19
 - MATH 1530 (Statistics): ACT M-19, ACT E-18, ACT R-19



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 <http://apsu.edu/admissions/applicant/apply.php>
- Select Undergraduate **Non-Degree Seeking**
- Select **Dual Enrollment Applicant**
- **Be sure to include your Social Security Number (SSN) when prompted.** Although it is not a required field in the application, it will result in a hold on your account that prevents registration if not entered.
 - If you do not have your SSN when you complete your application, please call Tabitha Addison at 931-221-7680 once you receive your student ID number and provide her with your SSN.

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 found at http://apsu.edu/govnow/apply_for_admission/counselor-rec.php and will send your transcript and test scores to us.
 - 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.
 - **Parent Authorization Form 📄**
 - Your parent will need to complete this: http://apsu.edu/govnow/apply_for_admission/de-parent-authorization.php.

Complete the TN Dual Enrollment Grant application

- Application can be found here: <https://www.tn.gov/collegepays/tsac-student-portal.html>
- 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.
 - List APSU as your home institution on the grant application unless you are taking two or more courses at the other institution in the same semester.
 - If the other institution requests a consortium agreement, contact us at govnow@apsu.edu.

TSAC Dual Enrollment Grant Deadlines

Fall Semester <i>*If you complete the application for this semester, you will not need to submit it again for the following spring and summer.</i>	September 15
Spring Semester	February 1
Summer Semester <i>Complete the prior school year application for summer grant money (Ex. For Summer 2019, complete the 2018-2019 grant application).</i>	May 15

Vaccination records

- Not required of all students; only needed if homeschool and/or taking more than 6 credit hrs/semester on campus. A Certificate of Immunization can be found at <http://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.
- 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/>. Send teacher dependent discount forms to walkerj@apsu.edu. Send state dependent discount forms to ogburng@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.

Release of Information

- If your parents wish to contact APSU to discuss your account, you will need to be present or submit this release of information form: <https://www.apsu.edu/govnow/pdfs/FERPA.pdf>

Reapplication in Future Semesters:

- Once enrolled, you do not need to complete the entire application process again in future semesters if your APSU cumulative GPA is 2.75 or higher.
 - However, **you will need to submit the returning student form** http://apsu.edu/govnow/apply_for_admission/de-returning-student.php so that we know to clear you for registration. **Submit by the same deadlines as those indicated for new students above.**
- **If your APSU cumulative GPA falls below 2.75, you must reapply for dual enrollment admission.**
 - Your counselor will need to complete the High School Recommendation Form: http://apsu.edu/govnow/apply_for_admission/counselor-rec.php and send an updated high school transcript and test scores showing that you still meet dual enrollment admission criteria (3.0 high school GPA or 21 composite ACT).

TN Dual Enrollment Grant & APSU Four Free

Austin Peay will cover the tuition gap after the TN Dual Enrollment Grant for four courses! Additional courses are charged at \$166 per credit hour, up to 12 hours per semester (beyond 12 hours is also a reduced rate). You are responsible for any science lab fee or Structure Learning Assistance (SLA) course fees and textbooks.

Courses 1-4: \$500 each for the first and second courses; \$200 for the third course and \$0 for the fourth course. That's up to \$1,200 for the entire academic year, **with a limit of two courses per semester and four per academic year (Fall, Spring, Summer).**

Courses 5-8: \$100 per credit hour – up to six hours per semester, for a maximum of \$600 per semester or up to \$1,200 for the year, **also limited to two courses per semester and four per academic year (Fall, Spring, Summer).**

EXAMPLE:

	APSU Tuition	Dual Enrollment Grant	APSU Funding	You Owe	<i>Please note that courses taken through other institutions will count toward your four free courses at APSU. For instance, if you take courses 1 and 2 with "College A," and then enroll in two courses through APSU, you will only receive two courses free through APSU (courses 3 and 4 in the grant sequence).</i>
Course 1	\$498	\$498		\$0	
Course 2	\$498	\$498		\$0	
Course 3	\$498	\$200	\$298	\$0	
Course 4	\$498	\$0	\$498	\$0	
Course 5	\$498	\$300 (\$100/credit hour)		\$198	
Course 6	\$498	\$300 (\$100/credit hour)		\$198	
Course 7	\$498	\$300 (\$100/credit hour)		\$198	
Course 8	\$498	\$300 (\$100/credit hour)		\$198	

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

- **If you take more than two courses per semester and/or more than four per academic year, you will be charged for the additional courses out of pocket at the dual enrollment tuition rate.** This includes courses at all institutions through which you are enrolled.
- **In order to receive two grant awards in the same semester, you must have a minimum HS GPA of 3.0 or 21 composite ACT score;** homeschool students must have a minimum ACT composite score of 21 **and** HS GPA of 3.0.
- The funding for courses 5 - 8 will be deducted from your first semester HOPE Scholarship award unless you indicate otherwise in your paperwork.
- **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 cumulate college GPA falls below 2.75, you will no longer be eligible for 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 choosing **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 (they will not be dropped from classes due to nonpayment at the start of the semester).
- **You will be notified via email 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 register during the late registration period (the day classes begin and after), a \$50 late fee is assessed.
- 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.