

## Dual Enrollment Summer 2023- **Registration starts April 12**

Students interested in taking a course at The University of Memphis while still enrolled in high school must apply for Dual Enrollment Admission.

### Requirements for Dual Enrollment Admission (Online, or Memphis Campus)

- 19 composite score on the ACT
  - 18 English sub-score for students taking English Composition
  - 18 math sub-score for students taking MATH 1710 College Algebra, 15 sub-score for students taking MATH 1530 Prob/Stats.
- 100 admissions index score: 30 times the high school GPA (based on a 4.0 scale) plus the composite ACT score

Example: High School GPA of a 2.85 X 30 = 85.5 + 19 = 104.5

CRN	Term	Site	Subj	No	Sec	Title	Day	Time	Room
<b>56699</b>	1 <sup>st</sup>	Memphis	COMM	2381	D36	Oral Communications	MTWR	10:15 AM- 11:05 AM	ACB 247
<b>51436</b>	2nd	Memphis	ENGL	1010	D36	English Comp	MTWRF	10:50 AM-12:30 PM	PT 309
<b>51183</b>	1st	Memphis	ENGL	1010	D15	English Comp	MTWRF	8:55 AM- 10:35 AM	PT 309
<b>56691</b>	1st	Memphis	MATH	1710	D36	College Algebra	MTWRF	8:55 AM- 10:35 AM	DH 340
<b>56696</b>	1 <sup>st</sup>	Memphis	MATH	1420	D15	Foundations of Mathematics	MTWRF	10:50 AM-12:30 PM	DH 249
CRN	Term	Site	Subj	No	Sec	Title	Day	Time	Mode
<b>56377</b>	1 <sup>st</sup>	Online	ECON	2010	D50	Intro to Macroeconomics			WEB
<b>56537</b>	FULL Term	Online	FIR	1220	D15	Personal Finance			WEB
<b>53764</b>	FULL Term	Online	HIST	2010	D50	U S to 1877			WEB
<b>57145</b>	FULL Term	Online	POLS	1030	D15	American Government			WEB
<b>57743</b>	Full	Online	SOCI	1010		Intro to Sociology			WEB
<b>Pending</b>	2 <sup>nd</sup>	Online	ESCI	1010		Weather and Climate			WEB

### Application Procedures for Dual Admission- *Please allow 3 weeks to complete this process.*

Students who plan to register for a dual enrollment course offered online or at one of our UofM locations, need to complete the application as a **“Joint Enrollment”** student. Joint enrollment students must complete the application procedures as listed below prior to being reviewed for admission to the dual enrollment program.

1. Complete the online dual enrollment application and pay the one-time \$25 fee here: [https://apply.memphis.edu/register/dual\\_enrollment\\_application](https://apply.memphis.edu/register/dual_enrollment_application)

**How can I pay fees? For complete information on fee payment visit <https://www.memphis.edu/usbs/fees/fee.php>**

2. Send test scores, a letter of recommendation and all official transcripts (**Students who have previously used the Dual Enrollment Grant at other institutions must have an official copy of their transcript/s sent to the Office of Admissions in order to verify their continued eligibility.**), and to [dualenrollment@memphis.edu](mailto:dualenrollment@memphis.edu)

May 15<sup>th</sup> is the last day to complete the application process. The application, transcripts, test scores, letter of recommendation must all be received by the deadline.

## Registration

After you are informed of your acceptance via email:

1. **First time only**-Activate your student account at <https://iam.memphis.edu> using the code provided to you in the email. If you need help contact the Help Desk at 901.678.8888 for assistance to have your student account activated.
2. Sign and submit the **Hold Harmless** document and email
3. Hepatitis B **Immunization Form**- electronic only
4. Request a **permit** for the class by emailing [dualenrollment@memphis.edu](mailto:dualenrollment@memphis.edu) or calling 901.678.5218. Note: you will need the name of the course and the CRN. *Permits must be issued before you register.*
5. **Register** for your course online in myMemphis. Steps 1-4 must be completed before you register.
  - a. Go to the Student Pages> My Resources Tab
  - b. Select Add/Drop classes
  - c. Fill in CRN five digit number listed with the course and section
  - d. Submit
6. **Pay** course fees. Information regarding fees may be found at <https://www.memphis.edu/bursar/fees/fee.php>
7. If you are interested in applying for the **Dual Enrollment Grant**, which can cover part of the course fees, please go to <https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html> and apply for the grant for the specific term you will be attending. *Mobile devices are not fully supported. Use Chrome*

### Home Schooled

Dual Enrollment Application

Immunization Form

Hold Harmless Agreement

TSAC Grant

## Tips:

**Plan Ahead!**- To be safe, allow 4 weeks for both admissions and registration to be completed.

You will need the following information in order to complete the UofM and grant applications: **Name** as it appears on your social security card, **SSN**, **address**, **government ID** (such as a Driver's License Number), **email address**, & **date of birth**. **Enter information carefully!**

**Keep usernames and passwords handy.** You will use them anytime you need to access myMemphis.

**Deadlines**- students must be registered and have fees paid before the term begins. These dates can be found here: <http://www.memphis.edu/bursar/calendars.php>

**Textbook information** can be found online at the campus bookstore website. <https://memphis.bncollege.com/> This information will also be listed on the course syllabus received on the first day of class.

All forms can be found here (on the left side of the screen): [http://www.memphis.edu/dualenrollment/home\\_school/index.php](http://www.memphis.edu/dualenrollment/home_school/index.php)