

High School Counselor
Dual Enrollment Program Check-list
The University of Memphis
(for high school based program only)

Fall Semester:

___ 1). Have all participants fill out the online dual enrollment admissions application (link below). If a student has participated in our dual enrollment program the prior semester or prior year the application does not need to be resubmitted.

<https://www.memphisadmissions.org/applynow/>

___ 2). For students who are 18 years of age and older provide a copy of their driver's license or birth certificate.

___ 3). Have students apply for the Tennessee Lottery Dual Enrollment grant online (link below). Ensure that they direct their grant to the University of Memphis and not the school they are planning to attend in the fall if other than the U of M. Additionally, ensure that they apply for the correct term. **This must be done each semester.**

<http://www.tn.gov/collegepays/article/dual-enrollment-grant>

___ 4). Provide official high school transcripts. ACT, SAT, PLAN, PSAT, or ASPIRE must be submitted with the high school transcript. If the official testing company sticker is on the high school transcript it will be considered official. We will accept PLAN, PSAT, and ASPIRE scores for students who have not taken the ACT or SAT. Materials can be transmitted via SEND.edu or packaged for pick up.

___ 5). Have a parent (or student if 18) sign the Hepatitis B information form. We do **not** need shot records.

http://www.memphis.edu/dualenrollment/pdfs/hep_b_form.pdf

___ 6). Include a list of the participant names and include their identification number and course(s) being taken (class rosters).

___ 7). At the beginning of each semester, we will send an invoice to your school for the fees that are due. The school will collect the student fees and write one check to the U of M.

Spring Semester:

For continuing students, step 3, 6, and 7 are required. For new students (when appropriate) steps 1 through 7 are required.