

A black and white photograph of a young man and a young woman smiling. The man is wearing a grey zip-up sweater and has headphones around his neck. The woman is wearing a dark sweater. They are both carrying backpacks. The image is partially covered by a blue geometric overlay on the left and bottom.

Coordinator Guide

DUAL ENROLLMENT 2024-2025

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

REQUIREMENTS FOR DUAL ENROLLMENT ADMISSION

Please screen students to ensure they meet these requirements **before they apply**.

- 19 composite score on the ACT (or Pre-ACT, PSAT, SAT, ASPIRE equivalent)
 - 18 English sub-score for English Composition, ENGL 1010
 - 15 Math sub-score for Probability/ Statistics, MATH 1530
 - 18 Math sub-score for College Algebra, MATH 1710
 - Other pre-requisites may apply depending on the course.
- 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

** Test scores are required for the 24-25 school year.

ADMISSIONS PROCEDURES FOR DUAL ENROLLMENT

Applications are needed once every academic year. Students enrolled in the fall term do not need to complete another application for the spring term.

1. Rosters

Please email class rosters to dualenrollment@memphis.edu **before the summer break for Fall courses and winter break for Spring courses.**

2. Application

Have students complete the online dual enrollment application by going to apply.memphis.edu/portal/ug_app

3. Submit Materials

A. Official Transcripts

- High school transcripts can be submitted via secured shared drive or other method. Materials can also be packaged for pick up.
- Students who have previously enrolled at other post-secondary institutions must have an official copy of their transcript(s) sent to the Office of Admissions, at 101 Wilder Tower, Memphis, TN 38152, or dualenrollment@memphis.edu to be admitted and verify their continued grant eligibility.

B. Test Scores

ACT, SAT, PSAT, Pre-ACT 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 PSAT, Pre-ACT and ASPIRE scores for students who have not taken the ACT or SAT.

C. Verification

For students who are 18 years of age and older, provide a copy of their driver's license or birth certificate to satisfy Tennessee EVEA requirements.

2024-25

Important Dates

August 12, 2024
January 6, 2025

- Rosters Confirmed
- UofM Online Applications
- High school transcripts and test scores submitted
- College transcripts submitted (if applicable)

September 15, 2024
February 1, 2025

- TSAC Grant deadline. Only one needed per academic year.
- Signed consortium agreements due. Only needed if a student is enrolled with two institutions during the SAME TERM.

August 26, 2024
January 21, 2025

First day of classes.

September 8, 2024
February 3, 2025*

Last Day to Drop a Class. Students who withdraw after this date will be responsible for any outstanding balance owed.

October 12-15, 2024
March 10-16, 2025

Fall and Spring Breaks

November 16, 2024
April 12, 2025*

Last Day to Withdraw from a Class.

"W" grade(s) assigned; courses will appear on student's transcript.

December 4, 2024
April 30, 2025

Classes End

December 6-12, 2024
May 2-8, 2024

Exam Period

Fall
Spring
*Pending

AFTER APPLICATION SUBMISSION

A. Immunization Form

Have a parent (or student if 18) sign the electronic Immunization form. We do not need shot records.

memphis.edu/dualenrollment/hs_based/index.php

B. TSAC Grant

Have students apply for the Tennessee Lottery Dual Enrollment Grant online by the deadlines previously listed. Ensure that they direct their grant to the University of Memphis for us to be able to award funding.

collegefortn.org/tsacstudentportal/

• Consortium Agreements

Any student who takes courses from two different institutions during the same term must have a consortium agreement signed by the student and the host schools.

• Listing the “Home” School

The college that the student lists on the grant application is the “Home” school and will receive the grant funds. The other school is the “Host” school and will receive funds from the “Home” School. The high school dual enrollment contact will need to inform both schools by the deadline and initiate the student’s portion on the home school’s form. Contact the “Home” School for the appropriate form.

• GPA Requirement

Students must maintain a college C or higher to maintain grant eligibility. Eligibility cannot be reinstated once. Please note that a C- will fall below the grant GPA requirement.

C. First Time Only

Have students activate their MyMemphis account at iam.memphis.edu using the code provided to them in their admissions packet via email. If you need help, contact the Help Desk at 901.678.8888 for assistance with student account activation.

D. Final Roster Verification

Rosters must be verified.
We will use the final roster for billing and grant certification.

More information can be found at memphis.edu/dualenrollment/hs_based/index.php

Important Tips

Plan Ahead

In order to provide better service to all schools, due dates are set throughout the year. Several schools will begin planning for the fall term when the results from the March ACT arrive.

Please aim to have students complete the DE application and submit their admissions materials before summer break.

Collect Info

Students will need the following information 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 and date of birth.

Store Securely

Advise students to keep usernames and passwords handy. They will use them anytime they need to access myMemphis.

Textbook Information

Can be found on the course syllabus.

Enter information carefully

If the student’s name or SSN do not match on both the UofM application and the grant application, a copy of their Social Security Card will have to be submitted.



DUAL ENROLLMENT PROGRAM FEE STRUCTURE 2024-2025

TSAC Grant and UofM Grant awards are dependent on the student being eligible for the TSAC Dual Enrollment Grant

3 credit hour Courses					4 credit hour Courses			
Course #	Tuition	TSAC Grant	UofM Grant	Student Pays	Tuition	TSAC Grant	UofM Grant	Student Pays
1-5	\$537	\$537	\$-	\$0	\$716	\$716	\$-	\$0
6-10	\$537	\$300	\$237	\$0	\$716	\$400	\$316	\$0
Tuition = \$171 and \$8 Access Fee for a total of \$179 per credit hour								

- A. Students must complete the TSAC Dual Enrollment grant application by the listed deadlines. Only one TSAC grant application is needed per academic year.
- B. Institutional grants are available for courses 6-10 if students are grant eligible according to TSAC Dual Enrollment grant requirements.
- C. The institutional grant applies to the high school based dual enrollment program only.
- D. All state financial aid will be applied to the course cost before institutional grant funds are applied.
- E. The amount of the institutional grant listed above is a maximum amount after TSAC funds are applied.
- F. Other discounts do not apply to the high school-based program as per our memorandum of understanding with each school/school system.
- G. To remain eligible for the grant, the student must maintain a cumulative 2.0 college GPA. If the student's cumulative college GPA ever drops below 2.0, they are no longer eligible for the grant (there is no getting it back).



THE UNIVERSITY OF
MEMPHIS®

Dual Enrollment

For any additional questions, please contact the Dual Enrollment office.



901-678-5218



dualenrollment@memphis.edu



memphis.edu/dualenrollment