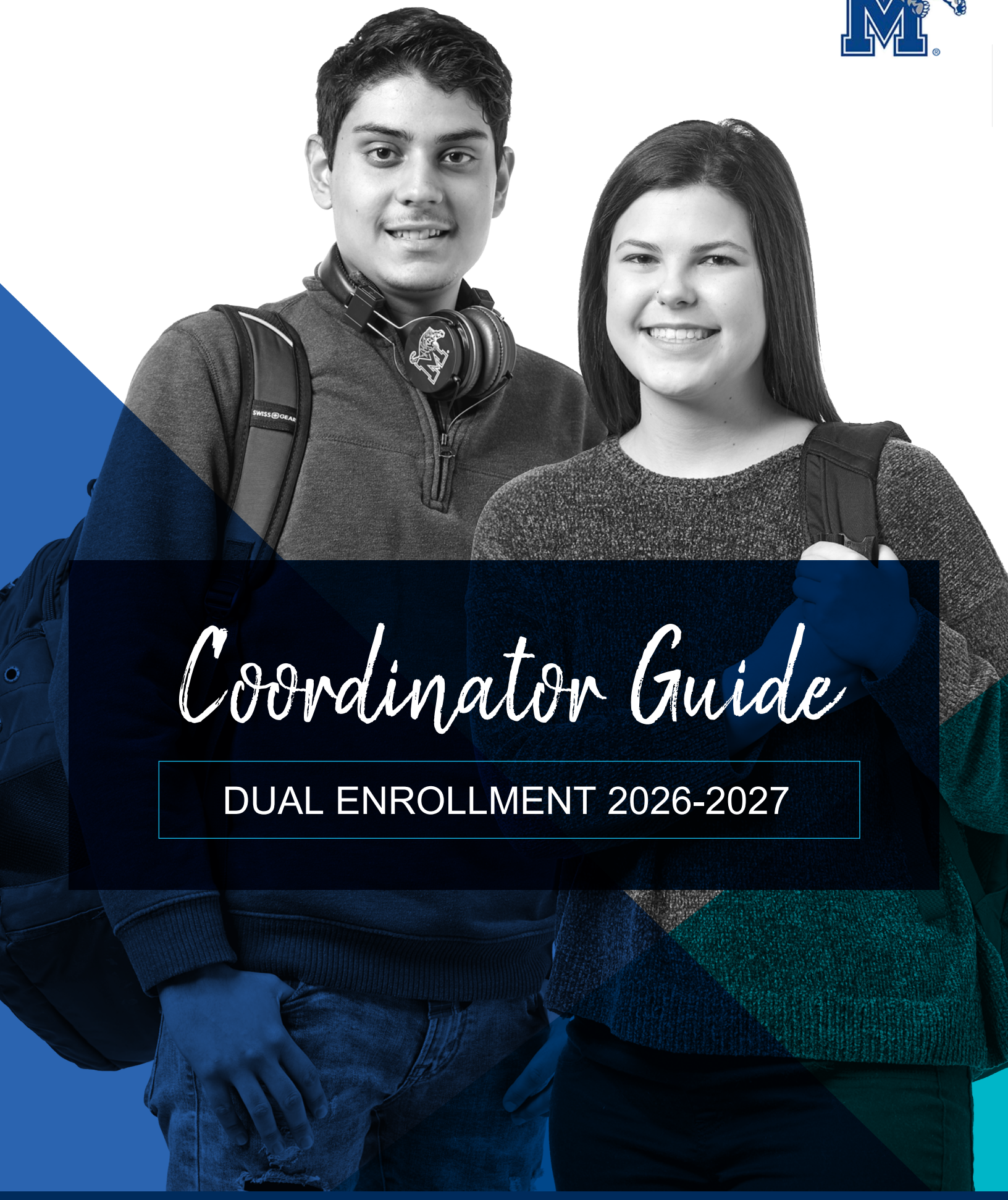


# Coordinator Guide

## DUAL ENROLLMENT 2026-2027

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 equivalent)
  - Other pre-requisites may apply depending on the course. Examples below.
    - 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
- 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.

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

Equivalencies: PSAT- 940, SAT- 990, Pre-ACT- 19

**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.

# 2026-2027 Important Dates

**August 14, 2026**
**January 8, 2027**

**Rosters Confirmed**

**UofM Online Applications submitted**

**High school transcripts and test scores submitted**

**College transcripts submitted (if applicable)**

**September 15, 2026**
**February 1, 2027**

**TSAC Grant deadline. Only one application needed per academic year.**

**Consortium agreements are no longer needed. Please ensure your student lists all institutions that they rare enrolled in on their TSAC DEG application.**

**August 24, 2026**
**January 19, 2027**

**First day of classes.**

**September 6, 2026**
**January 31, 2027**

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

**October 10-13, 2026**
**March 8-12, 2027**

**Fall and Spring Breaks**

**November 14, 2026**
**April 11, 2027**

**Last Day to Withdraw from a Class.**
**"W" grade(s) assigned; courses will appear on student's transcript.**

**December 2, 2026**
**April 28, 2027**

**Classes End**

**December 4-10, 2026**
**Apr 30- May 6, 2027**

**Exam Period**

**Fall**
**Spring**

## AFTER APPLICATION SUBMISSION

**Submit Documents**
The dual enrollment coordinator will submit all needed admissions materials for the student (high school transcript and test scores)

**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- no longer needed**
  The DEG application has been edited to allow students to list up to three eligible postsecondary institutions. Each institution will certify and receive DEG funding directly. This eliminates the need for consortium agreements.
- **Listing institutions on TSAC DEG application**
  The order that a student lists postsecondary institutions on the TSAC application matters. They should be listed in priority for grant awarding.
- **GPA Requirement**
  Students must maintain a college GPA of 2.0 or higher to remain grant eligible. Eligibility cannot be reins[illegible] once lost. Please note that a C- for a student e[illegible]e course will fall below the grant GPA requirement.

**First Time Only**
Once admitted, students should activate the 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.

**Final Roster Verification**
Rosters must be submitted ar each term. This is incredibly for grant certification, teache and credit awarding.

More information can be foun *memphis.edu/dualenrollment*




## Important Tips

**Plan Ahead**
In order to provide better service to all schools, due dates are set throughout the year. Best practice is to begin screening students for the fall term when the results from the March ACT arrive, based on course requests. 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 or at memphis.bncollege.com/

**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 COURSE FEES FOR THE DUAL ENROLLMENT PROGRAM

UofM Dual Enrollment Fees and Grants for 26-27.

| Dual Enrollment Fees | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 3 credit hour Courses | | | | | 4 credit hour Courses | | | |
| Course # | Cost | TSAC Grant | UofM Match | Student Pays | Cost | TSAC Grant | UofM Match | Student Pays |
| 1-5 | $600 | $600 | $- | $0 | $800 | $800 | $- | $0 |
| | | | | | | | | |
| 6-10 | $600 | $300 | $300 | $0 | $800 | $400 | $400 | $0 |
| Tuition = $191 and $9 Access Fee for a total of $200 per credit hour | | | | | | | | |

A. Institutional grants are available on 4 credit hour courses and courses 6-10 if students are grant eligible according to TSAC Lottery Dual Enrollment requirements (students must be in their junior or senior year of high school for the TN lottery grant and the institutional grant).

B. The institutional grant applies to the high school based dual enrollment program only.

C. All state financial aid will be applied to the course cost before institutional grant funds are applied.

D. The amount of the institutional grant listed above is a maximum amount after TSAC funds are applied.

E. Other discounts do not apply to the high school-based program as per our memorandum of understanding with each school/school system.

F. 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

If you have additional questions or need assistance, please contact
the Dual Enrollment office at
p. 901-678-5218
e. dualenrollment@memphis.edu
o. 200 Wilder Tower

The University of Memphis is an Equal Opportunity/Affirmative Action University. It is committed to education of a non-racially identifiable student body.
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