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

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<th>Subj</th>
<th>No</th>
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<th>Title</th>
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<td>COMM</td>
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<td>D36</td>
<td>Oral Communications</td>
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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

*1st term dates: May 30-June 30   **2nd term dates: July 5- August 4   FULL term dates: May 30- August 4
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

May 15th 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 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