

A black and white photograph of two students, a young man and a young woman, standing side-by-side. Both are wearing backpacks and smiling. The young man is wearing a dark zip-up sweater and has headphones around his neck. The young woman is wearing a dark sweater. The image is overlaid with a dark blue semi-transparent rectangle containing the title and subtitle.

# *Coordinator Guide*

DUAL ENROLLMENT FALL 2019

This coordinator guide is for the high school based dual enrollment program. 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.

- 19 composite score on the ACT
- 18 English sub-score for students taking English Composition
- 19 math sub-score for students taking college math
- 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

## ADMISSIONS PROCEDURES FOR DUAL ENROLLMENT

Continuing students (students enrolled in the previous term at UofM) do not need to complete the admissions process again. Please include a notation on the rosters.

### 1. Rosters

Please email class rosters to [cckelly@memphis.edu](mailto:cckelly@memphis.edu) on or before the due date.

### 2. Application

Have students complete the online dual enrollment application:  
[memphisadmissions.org/dual-enrollment](http://memphisadmissions.org/dual-enrollment)

### 3. Submit Materials

Transcripts can be submitted via [SENDedu.org](http://SENDedu.org) or other service. Materials can also be packaged for pick up.

#### A. Official Transcripts

Students who have previously used the Dual Enrollment Grant at other college institutions must have an official copy of their transcript(s) sent to the Office of Admissions, at 101 Wilder Tower, Memphis, TN 38152, to be admitted and verify their continued grant eligibility.

#### B. Test Scores

ACT, SAT, PLAN, 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 PLAN, 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.



# Fall 2019

## DEADLINES

### AUGUST 15, 2019

1. Rosters
2. UofM Online Applications
3. Test scores & Transcripts  
Have students request their college transcripts be sent if they have used their grant at another school.

### AUGUST 26, 2019

1. Rosters Verified
2. Signed Consortium Agreements

### SEPTEMBER 6, 2019

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

### DECEMBER 4, 2019

Classes End

### DECEMBER 18, 2019

Spring 2020 Rosters Due

## AFTER ENROLLMENT

1. Have a parent (or student if 18) sign the electronic Hepatitis B information form. We do not need shot records. [memphis.edu/dualenrollment/hs\\_based/index.php](http://memphis.edu/dualenrollment/hs_based/index.php)
2. Have students apply for the Tennessee Lottery Dual Enrollment Grant online. Ensure that they direct their grant to the UofM and not the school they are planning to attend in the fall if not the UofM. [tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html](http://tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html)

### A. 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 both schools.

### B. 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.

### C. GPA Requirement

Students must maintain a college GPA of 2.75 or higher to maintain grant eligibility. Eligibility cannot be reinstated once lost. Please note that a B- will fall below the grant GPA requirement.

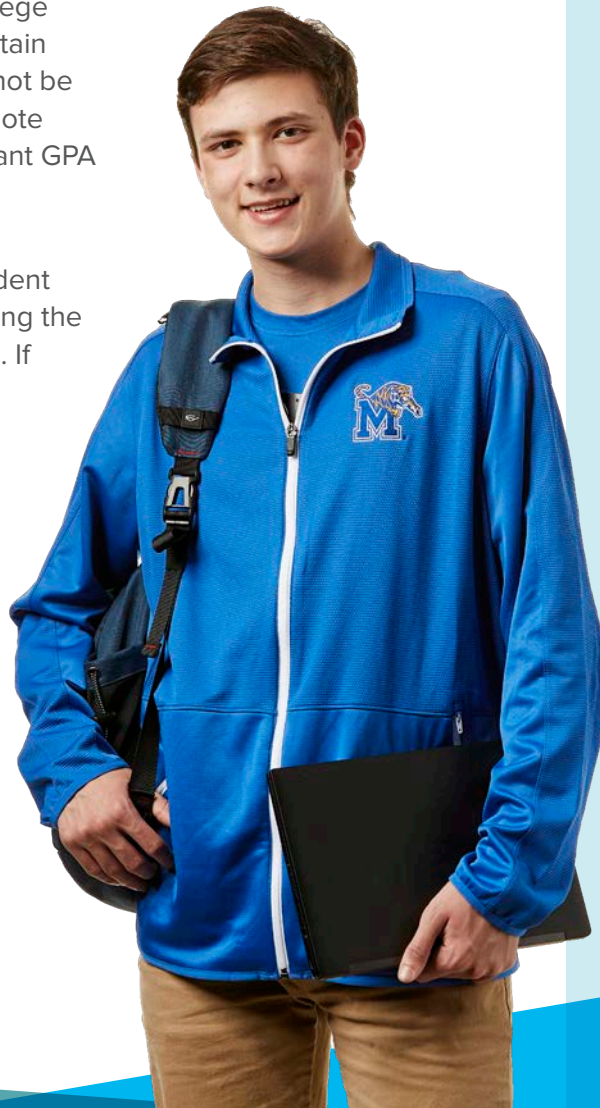
### 3. First time only

Have students activate their student account at [iam.memphis.edu](http://iam.memphis.edu) using the code provided to them via email. If you need help contact the Help Desk at 901.678.8888 for assistance with student account activation.

### 4. Final Roster Verification

Rosters must be verified by the due date. We will use the final rosters for billing and grant requests.

All forms can be found at [memphis.edu/dualenrollment/hs\\_based/index.php](http://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. The application will be open at this time for fall 2019. When possible, have students complete the application and submit their 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 COURSE FEES FOR THE HIGH SCHOOL BASED PROGRAM

UofM Dual Enrollment Fees and Grants for fall 2019 and spring 2020.

### 3-HOUR COURSE

Course #	Cost	TSAC Grant	Institutional Grant	Student Pays
1	\$498	\$498	\$0	\$0
2	\$498	\$498	\$0	\$0
3	\$498	\$200	200*	\$98
4	\$498	\$0	200*	\$298
		HOPE Funds		
5	\$498	\$300	\$0	\$198
6	\$498	\$300	\$0	\$198
7	\$498	\$300	\$0	\$198
8	\$498	\$300	\$0	\$198

### 4-HOUR COURSE

Course #	Cost	TSAC Grant	Institutional Grant	Student Pays
1	\$664	\$500	69*	\$95
2	\$664	\$500	69*	\$95
3	\$664	\$200	269*	\$195
4	\$664	\$0	300*	\$364
		HOPE Funds		
5	\$664	\$300	\$0	\$364
6	\$664	\$300	\$0	\$364
7	\$664	\$300	\$0	\$364
8	\$664	\$300	\$0	\$364

- A. \*Institutional grants are available on the third and fourth courses if students have directed their first three TSAC Lottery Dual Enrollment grants to the UofM (students must be in their junior or senior year of high school for the TN lottery grant and the institutional grant). The institutional grant applies to the high school based dual enrollment program only.
- B. If students are eligible for the HOPE scholarship, they can obtain up to \$300 per course for courses 5 through 8 (deducted from their future college HOPE award).
- 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 receive funding for more than one course in the same semester, a student must also meet the HOPE Scholarship requirements (3.0 cumulative high school GPA or a 21 composite score on the ACT).
- G. The above fees are based on the student receiving the lottery grant and directing the grant to the UofM.



## Dual Enrollment

If you have additional questions or need assistance, please contact  
 Courtney Orians, Associate Director of Admissions  
 Dual Enrollment & Special Enrollment Programs  
 901.678.3995 | cckelly@memphis.edu