

Guidelines and Registration Procedures For Dual Enrollment High School Juniors and Seniors

Guidelines for Admission:

1. Student must have completed the sophomore year.
2. Student must have a minimum cumulative high school GPA of 3.0 on 4.0 scale.
3. Student must have ACT composite score and all subscores of 19 or higher or comparable SAT scores. If ACT or SAT scores are not available, PLAN scores with composite score and all subscores of 19 or higher. Aspire scores with 435 on subscores are also acceptable.
4. Student's eligibility to enroll for credit is determined by admission personnel after consultation with high school personnel, who must provide permission for the student to enroll. If needed, consultation with personnel in the ETSU academic department offering the course will be made.
5. Admission to selected courses will be limited on an individual classroom basis according to space availability.
6. Students interested in the Dual Enrollment Grant of the Tennessee Lottery must file the appropriate application for the grant on-line with TSAC (<https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html>) and register for courses prior to the TSAC deadline dates.
7. Students who plan to enroll in one Dual Enrollment class at ETSU and one Dual Enrollment class at another institution during the same semester must submit a Consortium Agreement in order to receive Dual Enrollment Grant funding for both classes.
8. Students must receive the Dual Enrollment Grant in order to be considered for the Dual Enrollment Scholarship provided by ETSU.

Registration Procedure:

The following materials must be received before the student can be considered for admission:

1. The attached forms, with proper signatures and proposed class schedule
2. Official high school transcript and any available test scores (ACT or SAT or PLAN)
3. Application for admissions
4. Application fee of \$25.00
5. The attached Immunization Health History form with appropriate signature based on your age at the time of application. This form must be submitted and processed before registration for classes.
6. If you have completed dual enrollment courses at another institution, you must submit transcripts before you can be considered for the Dual Enrollment Grant/Scholarship.
7. Courses must be approved by Admission personnel prior to registration.
8. Additional RODP fees apply if enrolled in an RODP course. The student is responsible for any additional fees associated with the selected course.
9. The Dual Enrollment Grant can only be used for 1000 and 2000 level courses.
10. Once courses are approved, it is the responsibility of the student to register for courses and pay fees.
11. Grades will be assigned for completed courses and appear on an ETSU transcript.
12. Withdrawing from a dual enrollment course could impact future dual enrollment grant eligibility. Please consult with the ETSU Scholarship Office prior to withdrawing from a course for more information.

Steps for Dual Enrollment Students

First Time Dual Enrollment Students

1. Submit all of these forms to the Office of Undergraduate Admissions

- **Application for Admission** (includes a \$25 application fee)
 - Official High School Transcript (must be in a sealed envelope)
 - Official ACT/SAT scores

- **Admission Guidelines and Registration Procedures for High School Juniors and Seniors** (3 pages)
 - Page 1 – Permission form (must be signed by parent AND school official)
 - Page 2 – Proposed class schedule
 - Page 3 – Transcript release form
 - Page 4 – Health clinic form

- **College/University Transcript**
 - If you have completed dual enrollment courses at another college/university you must submit transcripts.

- **Tennessee Dual Enrollment Grant Application** (available on line at <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html>) - You must maintain a cumulative college gpa of 2.75 to remain eligible for the Dual Enrollment Grant
 - Must be submitted **each academic year**
 - **Only available for 1000 and 2000 level courses**
 - **If you are planning to take one dual enrollment class at ETSU and one dual enrollment class at another school during the same semester, you must submit a Dual Enrollment Worksheet with Financial Aid in order to receive Dual Enrollment Grant funding for both classes**

- **Fee Discount Form for dependents of state employees, TBR/UT system employees, or Tennessee public school teachers**

2. Register for classes.

3. After all grants, discounts, and scholarships have been applied to your account, pay your fees.

Steps for Returning Dual Enrollment Students

Returning Dual Enrollment Students

1. Submit all of these forms to the Office of Undergraduate Admissions.

- **Admission Guidelines and Registration Procedures for High School Juniors and Seniors** (3 pages)
 - Must be submitted *every semester*
 - Page 1 – Permission Form must be signed by parent AND school official
 - Page 2 – Proposed class schedule
 - Page 3 – Transcript release form
- **College/University Transcript**
 - If you have completed dual enrollment courses at another college/university you must submit transcripts.
- **Tennessee Dual Enrollment Grant Application** (available on line at <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html>) - You must maintain a cumulative college GPA of 2.75 to remain eligible for the Dual Enrollment Grant
 - Must be submitted *each academic year*
 - **Only available for 1000 and 2000 level courses**
 - **If you are planning to take one dual enrollment class at ETSU and one dual enrollment class at another school during the same semester, you must submit a Dual Enrollment Worksheet with Financial Aid in order to receive Dual Enrollment Grant funding for both classes**
- **Fee Discount Form** for dependents of state employees, TBR/UT system employees, or Tennessee public school teachers

2. Register for classes.

3. After all grants, discounts, and scholarships have been applied to your account, pay your fees.



ETSU Office of Admissions
PO Box 70731
Johnson City, TN 37614
423-439-4213/1-800-462-3878
Email go2etsu@etsu.edu

Permission to Enroll

To be completed by student:

Student's Name _____

SSN (required in order to receive DE Grant payment) _____

High School Name _____

I understand the guidelines concerning my admission and the registration regulations. I understand I must complete the application on-line to be considered for the Dual Enrollment Grant and ETSU Dual Enrollment Scholarship or I will be responsible for all tuition and fees due. I provide consent for information regarding my admission and records to be discussed with my parent and/or guardian while enrolled as a dual enrollment student. I understand that receiving more than \$1,200 in Dual Enrollment Grant funding in high school will result in a (dollar for dollar) reduction in my Hope Scholarship during my first semester of enrollment at the postsecondary level. I understand I will be subject to the university's regular established policies for registration and grading.

Student Signature

Date

To be completed by principal or guidance counselor:

The above student meets the established admission guidelines and has my permission and recommendation to enroll at East Tennessee State University.

This student has a current grade point average of _____.

Principal or Guidance Counselor

Date

To be completed by parent:

My son or daughter has my permission to enroll at East Tennessee State University as a special student. I understand the guidelines concerning his/her admission and the regulations regarding registration for classes. I understand that receiving more than \$1,200 in Dual Enrollment Grant funding in high school will result in a (dollar for dollar) reduction in my son or daughter's Hope Scholarship during my first semester of enrollment at the postsecondary level. I understand that my son/daughter is subject to the university's regular established policies for registration and grading. If my son or daughter is participating in dual enrollment with two institutions, I authorize the two institutions to exchange information concerning the dual enrollment grant and the academic record.

Parent Signature

Date



High School Juniors and Seniors

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Johnson City, TN 37614
423-439-4213/1-800-462-3878
Email go2etsu@etsu.edu

Authorization to Release Grades

I authorize East Tennessee State University to release my transcript of academic work to my high school, after attending East Tennessee State University as a Dual Enrolled or Early Admission student. I understand this permission form only applies while attending East Tennessee State University under the status of Dual Enrollment or Early Admission.

Student's Legal Name (Please Print)

ETSU ID Number

Student's Signature

Date

Please complete the following:

Name of High School: _____

High School Address: _____

Important! For students under 18: A parent or guardian must complete this form and submit to Student Health Services before you will be permitted to register.

ETSU
STUDENT/UNIVERSITY HEALTH SERVICES
Hepatitis B and Meningococcal Meningitis
Immunization Health History Form
Please Print Legibly in Ink

If under 18, please submit to:
Student/University Health Services
PO Box 70675
Johnson City TN 37614
FAX: 423-439-4560
PHONE: 423-439-4225

Name: Last First MI
Date of Birth: Month/Day/Year ETSU ID # Phone:

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning Hepatitis B infection to all students entering the institution for the first time. Those students who will be living in on-campus housing for the first time must also be informed about the risk of Meningococcal Meningitis infection. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the diseases. The required information below includes the risk factors and dangers of each disease as well as information on the availability and effectiveness of the respective vaccines for persons who are at-risk for the diseases. The information concerning these diseases is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccinations for the Hepatitis B or *Meningococcal Meningitis for enrollment at this time. However, you must complete this information. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

A. Hepatitis B (HBV)

[TO BE COMPLETED BY ALL NEW STUDENTS]

Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. The disease is transmitted by blood and or body fluids and many people will have no symptoms when they develop the disease. The primary risk factors for Hepatitis B are sexual activity and injecting drug use. This disease is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases. The Hepatitis B vaccine is available at the Student Health Clinic.

I hereby certify that I have read this information and I have received the complete three doses or plan to receive the series of the Hepatitis B vaccine

I hereby certify that I have read this information and I have elected not to receive the Hepatitis B vaccine.

Signature of Student or (Parent/Guardian If Student is Under 18):

Date:

B. *Meningococcal Meningitis –Effective July 1, 2013 all new incoming students living in ‘on campus’ housing must provide medical documentation of having received a Meningococcal vaccine within the past 5 years.

Meningococcal disease is a rare but potentially fatal bacterial infection, expressed as either meningitis (infection of the membranes surrounding the brain and spinal cord) or meningococemia (bacteria in the blood). Meningococcal disease strikes about 3,000 Americans each year and is responsible for about 300 deaths annually. The disease is spread by airborne transmission, primarily by coughing. The disease can onset very quickly and without warning. Rapid intervention and treatment is required to avoid serious illness and or death. There are 5 different subtypes (called serogroups) of the bacterium that causes Meningococcal Meningitis. The current vaccine does not stimulate protective antibodies to Serogroups B, but it does protect against the most common strains of the disease, including serogroups A, C, Y and W-135. The duration of protection is approximately three to five years. The vaccine is very safe and adverse reactions are mild and infrequent, consisting primarily of redness and pain at the site of injection lasting up to two days. The Advisory Committee on Immunization Practices (ACIP) of the U.S. Centers for Disease Control and Prevention (CDC) recommends that college freshmen (particularly those who live in dormitories or residence halls) be informed about meningococcal disease and the benefits of vaccination and those students who wish to reduce their risk for meningococcal disease be immunized. Other undergraduate students who wish to reduce their risk for meningococcal disease may also choose to be vaccinated. The Meningococcal Meningitis vaccine is available at the Student Health Clinic.

I hereby certify that I have read the information and I have received or plan to receive the vaccine for Meningococcal Meningitis.

I hereby certify that I have read this information and I have elected not to receive the vaccine for Meningococcal Meningitis.

Signature of Student or (Parent/Guardian If Student is Under 18):

Date:

For more information about Meningococcal Meningitis and Hepatitis B disease and vaccine, please contact your local health care provider or consult the Center for Disease Control and Prevention Web site at www.cdc.gov/health/default.htm.