

# Motlow State Dual Enrollment Checklist

- **Talk with your School Counselor** to determine your eligibility and your high school scheduling
- **Dual Enrollment Participation Requirements**
  - 3.0 High School GPA (2.5 GPA for CTE courses, such as Mechatronics) or
  - 3.0 high school GPA and ACT sub scores of 18 English, 19 Reading, 19 Math (if your high school requires test scores for eligibility)
  - Homeschool students must have qualifying ACT scores (must have composite of 21 or higher to get two free classes in a semester)
  - Some high schools may have more stringent eligibility requirements
- **Complete your Dual Enrollment Application**
  - Visit <https://www.mscc.edu/dualjoint/> for our web application and create an account as a new user
  - Make sure and choose **Dual Enrollment – High School** as the Application Type
  - When you have completed each section, make sure to click on **Application is Complete** and then **I agree to the terms**
- **High School Transcript** - Official Version acceptable by mail or fax ((931) 393-1971) directly from the high school. You may also bring the transcript to the Dual Enrollment office in an envelope sealed by the school.
- **Test Scores** - If you have taken the ACT, SAT, or PLAN, make sure the scores are sent to Motlow (they are often included on your high school transcript)
- **Consent Form** – Can be found on our webpage or with your guidance counselor
- **TN Dual Enrollment Grant Application**
  - <https://www.tn.gov/collegepays.html>
  - A guide to filling out the grant is included on our webpage, under Paying for Dual Enrollment Classes
  - The grant provided by the Tennessee Student Assistance Corporation will currently provide one grant per semester for tuition for high school juniors and seniors enrolled in college credit courses. *It is the responsibility of the student to apply for this grant **each year**.*
  - Students who qualify for the HOPE scholarship—3.0 GPA or 21 composite ACT score—can receive one additional grant in the same semester.
  - Students must maintain a **2.75** College GPA to receive the grant in future semesters.
  - Deadlines to apply for the Dual Enrollment Grant are:
    - September 15 for the fall semester
    - February 1 for the spring semester
    - May 15 for the summer semester

Note: If a student turns 18 years of age while taking classes, proof of citizenship will be required, and proof of draft registration will be required for all males.