



MOTLOW STATE COMMUNITY COLLEGE

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
 - ACT score of 18 English, 19 Reading, 19 Math (or PACT, SAT, PSAT, Aspire equivalents) or Accuplacer challenge exam
- **Complete your Dual Enrollment Application**
 - Visit <http://www.mscc.edu/dualjoint/> for our web application and create an account as a new user
 - Submit a completed Dual Enrollment Signature page (Each section must be complete)
 - Submit a copy of your TN Driver's License or TN birth certificate
 - For males, registration for the Selective Service is required at www.sss.gov
- **High School Transcript**- Official Version acceptable by mail or fax ((931) 393-1971) directly from the high 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)
 - If you have not taken any of the standardized tests listed above, you may take the ACCUPLACER test to determine your eligibility for Dual Enrollment courses. Please speak with your school counselor or call the Dual Enrollment office about scheduling the test
- **TN Dual Enrollment Grant Application**
 - www.tn.gov/collegepays
 - The grant provided by the Tennessee Student Assistance Corporation will currently provide one grants 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 semester.***
 - 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

Please direct any Dual Enrollment question to the following:

Administrative Assistant-Bertha Smith, 931-393-1793 or bsmith1@mscc.edu
Cannon, DeKalb, Van Buren and White Counties- Sally Pack, 931-668-7010 ext. 2133 or spack@mscc.edu
Rutherford County- Teal Lynch, 615-220-7836 or tlynch1@mscc.edu
Coffee, Bedford, Franklin, and Moore Counties-Brian Stacy, 931-393-1713 or bstacy@mscc.edu
Fayetteville-Lisa Smith, 931-433-9350 or lsmith@mscc.edu



DUAL/JOINT ENROLLMENT APPLICATION FOR ADMISSION

Effective April 1, 2015, Motlow College no longer assesses an Application Fee.

Applicants must complete every item on this form in BLUE or BLACK ink, sign, date, and return to:

HS Partnership Programs, Dept. 265 • P.O. Box 8500 • Motlow State Community College • Lynchburg, Tennessee 37352-8500

SOCIAL SECURITY NUMBER (XXX-XX-XXXX): _____ <i>Your dual enrollment grant cannot be verified without this information.</i>	MSCC ID: _____
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FULL LEGAL NAME:

Miss Mr. _____
 Mrs. Ms. _____ Last First Middle Former

PERMANENT HOME ADDRESS: _____

City: _____ State: _____ Zip: _____ **PHONE NUMBERS:**
 County of Permanent Address: _____ Home: (____) _____
 E-Mail Address: _____ Cell: (____) _____
 Marital Status: Single Married Work: (____) _____

MAILING ADDRESS: _____

City: _____ State: _____ Zip: _____
Your completion of the following questions is requested for reporting purposes only. This information will not be used to discriminate against any applicant in the admissions decision process.

DATE OF BIRTH: Month ____ Day ____ Year ____ **GENDER:** Female Male
 Do you consider yourself to be Hispanic/Latino/Spanish origin? Yes No
 In addition, select one or more of the following categories to describe yourself:
 White Black or African American Asian
 American Indian Alaskan Native Native Hawaiian or Other Pacific Islander

HAVE YOU LIVED IN TENNESSEE CONTINUOUSLY FOR THE PAST TWELVE (12) MONTHS? Yes No Date moved to TN: _____
IF NO, WHERE? City: _____ State: _____ Zip: _____
CHECK ONE: U.S. Citizen Foreign Citizen, non-immigrant Foreign Citizen, permanent U.S. resident
 If non-U.S. resident, in what country do you hold citizenship? _____ In what country were you born? _____
 What type visa do you hold? _____ What is your native language? English Other (specify) _____
 All male citizens of the United States of America born in 1960 or thereafter must have registered for the draft prior to registering for classes at Motlow College. This requirement does not apply to veterans and others exempt by federal law.
 Indicate whether or not you have registered for the United States draft. Yes No I am not yet 18 Exempt

PARENTS/GUARDIAN (person to notify in case of emergency):
NAME (Last): _____ **(First):** _____ **(Middle):** _____
RELATIONSHIP: _____
ADDRESS No. and Street: _____ Phone: (____) _____
 City: _____ State: _____ Zip: _____

CURRENT HIGH SCHOOL: _____
EXPECTED GRADUATION MONTH/YEAR: _____
 Home-schooled student, list affiliate school or district with which you are registered: _____

LIST BELOW ANY COLLEGE OR UNIVERISTY WHERE YOU MAY HAVE TAKEN DUAL ENROLLMENT COURSES.
***(FAILURE TO DO SO WILL VOID APPLICATION.)**

Name/Location of Institution	Dates Attended (Month/Year)	Name Under Which Transcript Will Be Used

Semester and year you plan to begin Dual/Joint Enrollment with Motlow State Community College:
 Fall 20__ Spring 20__ Summer 20__

I certify that all of the information on this application form is true to the best of my knowledge and that no information has been intentionally withheld. I also agree to furnish Motlow State Community College with official copies of transcripts, placement test scores and/or ACT scores. My acceptance at Motlow State Community College is based upon receipt of these documents.

Student Signature: _____ **Date:** _____
 Student **must** create a personal identification number (PIN) that is 6 digits (numbers).
 Please remember this PIN because it will be used for all Motlow online activities (MyMotlow, D2L, etc.).
 PIN #: _____

Parent/Guardian Consent

I _____ give permission for the above to take Dual Enrollment courses with Motlow State
(please print parent/guardian name)

Community College. I understand that the Dual Enrollment Grant or other scholarships may not completely cover costs. I understand that I will be responsible for the payment of tuition, fees, books, and any other materials and expenses associated with these classes. I also understand that my child, when enrolled as a Dual Enrollment student, is not eligible for federal aid. I understand college courses are demanding and more challenging than high school courses, and I will communicate this to my child. Furthermore, I understand that if his/her collegiate GPA falls below 2.75, he/she will no longer be eligible for the Dual Enrollment Grant or any other scholarships.

Parent/Guardian signature

Date

Parent/Guardian Phone Number

Immunization Health History Form

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning measles, mumps, rubella, varicella, and hepatitis B infections to all students matriculating for the first time. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about these diseases, as well as information on the availability and effectiveness of vaccines for persons who are at-risk for these diseases. The information concerning each disease is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

Hepatitis B (HBV) Immunization

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.

(Please check one. A copy of your shot record is not required.)

_____ I hereby certify that I have read this information, and I have had the entire 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.

_____ I hereby certify that I have read this information, and I have elected to receive the Hepatitis B vaccine, and/or I am in the process of receiving the complete three dose series of the Hepatitis B vaccine.

Student signature or Parent/Guardian signature (if student is under 18)

Date



MOTLOW STATE
COMMUNITY COLLEGE

DUAL ENROLLMENT CONSENT FORM

This is not an application for admission. This form must be completed in addition to the Admissions Application before the student is considered for Dual Enrollment at Motlow State Community College. Consent to enroll must be given by the student, his/her high school counselor, and his/her parent/guardian.



Student Name: _____
Last (please print) First (please print) MI

Date of Birth: _____ High School: _____
Month/Day/Year

Motlow ID (if known): A _____

Student Consent

- I understand as a Dual Enrollment student I must abide by the rules and regulations of my high school and those of Motlow State Community College.
- I understand if I choose to drop a dual enrollment class once classes begin, I must log into My Motlow and drop the class myself.
- I understand that if I choose to drop a class beyond the full-refund drop date, there are monetary consequences, or I will be charged one Dual Enrollment Grant.
- I also consent to the following:

Authorization to Disclose Academic Information (FERPA): Federal law prohibits a college from discussing any information about a student without a written signed release from the student.

I give my permission for faculty and/or staff of Motlow State Community College to release information regarding attendance, grades, Dual Enrollment Grant, fee payment, and behavioral issues to my high school officials and my parent(s)/legal guardian(s): _____

(Please print Parent/Guardian Names)

Tennessee Eligibility Verification Agreement (EVEA): The Tennessee Eligibility Verification for Entitlements Act requires an applicant for in-state tuition or state financial aid to attest under penalty of perjury that he or she is either a U.S. citizen or alien lawfully present in the U.S.

I attest I am either a US citizen or an alien lawfully present, or I am not requesting any state benefits including in-state tuition. I understand this attestation is required by Tennessee law if I have applied for state public benefit. I understand Tennessee law requires me to provide documentation verifying the status indicated above prior to receipt of this state public benefit. I understand knowingly and willfully making a false, fictitious or fraudulent statement or representation shall subject me to liability under the Tennessee False Claims Act. I understand if I am found to have made a false or misleading statement, my state public benefits may be rescinded or I may be disciplined by the college.

Student signature

Date

Documentation (e.g. birth certificate or valid drivers license) is required for proof of citizenship if 18 years of age or older. Please attach copy.

High School Counselor/Principal Consent

I certify that the above named student has my permission to participate in the Dual Enrollment program provided by Motlow State Community College and meets the following criteria:

- A minimum overall GPA of 3.0 or an ACT composite score of 19 or higher (having met benchmarks in English, reading and math)
- A minimum GPA of 2.5 for CTE courses (such as Mechatronics)
- A minimum GPA of 3.0 in all high school English courses
- A minimum GPA of 3.0 in all high school math courses
- The student has portrayed exemplary behavior and has no discipline issues.

Please note: Individual school districts may develop additional criteria to qualify for dual enrollment.

School Counselor/Principal signature

Date

School Counselor/Principal printed name

(Continued on back)