

Following are detailed instructions for the Dual Enrollment Application Process:

Information Needed

- (1) TSAC Account Username and Password (applies to students who already have a TSAC account). If the student does not remember their login information, they will need to contact **TSAC Customer Service at (800) 342-1663** for assistance with username information and password resets.
- (2) Student Social Security Number
- (3) Student and Parent Email Addresses

Application Process (use Internet Explorer)

To apply, students will go to www.utm.edu, click on the three bars in the upper right corner, then on “Academics”, then on “Dual Enrollment”, then on “Apply Now”.

- (1) Step 1 is to complete the [Tennessee Dual Enrollment Grant Application](#). All students interested in using the Tennessee Dual Enrollment Grant to assist with tuition payment must submit a Tennessee Dual Enrollment Grant Application for the term by the deadline (Deadline for fall applications is September 15th; spring is February 1st; summer is May 15th). First time applicants must be a Tennessee Resident for one year prior to enrollment and have a cumulative 3.0 unweighted high school GPA to be eligible; returning applicants must have a cumulative 2.75 college GPA to remain eligible.
 - (a) First time applicants will click on “Register”, then on “Create a Log In”. Students must complete all required fields, then click on “Create My Account”.

NOTE: Students need to make note of the username and password they select, as they WILL need to login to this account in the future.

Next, the student will click on “Click here to log in to your account and apply online.”

- (b) The student will enter their User Name and Password, then click on “Log In”. First time applicants must answer a challenge question and click on “Continue”, confirm their personal image and click on “Continue”, then click on “Accept” to accept the User Agreement.
 - (c) The student will click on “Apply”, then scroll down and click on “Dual Enrollment Grant” for the academic year (example, “Dual Enrollment Grant 2019-2020”), then on “I Understand” for the DEG Program General Requirements and Instructions, then on “Dual Enrollment Grant”. Students must complete all *required* fields. For the “College/University” field, the student will select “University of TN, Martin, 003531-00” (sixth from the bottom of the list). The student will select “Continue”, then check the box at the bottom, then click on “Next”, then click on “OK”, then click on “Close”. A Financial Summary will appear confirming Fall, Spring, and Summer applications with the “Current Application Status” as “Pending Verification”. The student will click on “Log Out”.
- (2) Step 2 is to complete the [UTM Dual Enrollment Application](#).
 - (a) The student will complete all required fields.
 - a. Both the social security number and date of birth have a verification box that must be checked.
 - b. The **Optional** section is recommended, as an email notification is sent to the parent notifying them their child has applied to take dual enrollment courses at UTM.
 - c. The “Course Information” section is REQUIRED, so the student needs to know which course(s) they are going to take before completing the application. The student must select the semester from the drop down menu; select the year from the drop down menu; select the location of dual enrollment from the drop down menu (**Your High School**), then select the course name from the drop down menu (the course number and credit hours will automatically populate when the course name is selected). If the course(s) the student would like to take is not listed, please stop and contact the Dual Enrollment Office.

NOTE: The UTM Consortium Agreement needs to be completed ONLY by those students who listed UTM on their Tennessee Dual Enrollment Grant Application (Step 1 above) AND will be taking a second dual enrollment course with another institution during the same semester (the second institution is the “Host” institution).

- (a)
 - d. The student must check the box under “Student Agreement” and enter their name and the date. If the student has parental consent, they will also check the box under “Parent Agreement”, enter the parent name, date, and parent email (required), then click on “Submit to Counselor”.

- (b) The application is then automatically routed to the counselor, where the high school transcript listing the student's unweighted GPA on a 4.0 scale is attached and other information is provided (cumulative unweighted GPA, highest grade level completed, anticipated graduation year, ACT information, if available). The counselor enters their name and date as approval for the student to enroll in dual enrollment courses for that term, then clicks on "Submit to UTM".
- (c) The application automatically routes to UTM for approval. NOTE: The UTM Dual Enrollment Application process generally takes 3-5 days.

NOTE: The student has completed the application for the term specifying which courses he/she is interested in taking and has *NOT* registered for their course(s).

Registration Process

Once the application has been approved, the student will receive a "Ready to Register" email notification (at their personal email address provided on their UTM DE Application) letting them know they are ready to login to their my UTMartin portal and register for their courses. Step 3 is to register for the course(s).

- (1) Students will go to www.utm.edu, click on the three bars in the upper right corner, then on "my UTMartin", and enter the username and password. First time users will use the information provided in the "Ready to Register" email to login. The default username and password are as follows:
 - a. *Username* is the first 3 letters of the first name, middle initial, and the first 4 letters of the last name (example, johdsmit).
 - b. *Password* is the first 3 letters of the birth month (first letter capitalized) followed by the "#" sign, the 4 digits of the birth year followed by the "#" sign, the last 4 digits of the social security number (example, Aug#2001#1234).
 - c. Students unable to login to their my UTMartin portal *at any time* will need to contact the **UTM Help Desk at (731) 881-7900** for assistance.
- (2) The student will click on "Banner Self Service". First time users will select "Continue" for the "Terms of Use/Important Announcements", they will confirm their Pin (same as my UTMartin password), and create a security question and answer.
- (3) The student will click on "Students", then on "Registration", then on "Add/Drop Classes".
- (4) The student will select the term in the drop down menu, then click on "Submit".
- (5) The student will enter the dual enrollment CRN(s) for the course(s) they want to take in the boxes at the bottom of the page. If the student confirmation email did not include the CRNs, please contact the Dual Enrollment Office. Once the CRNs have been entered, the student will click on "Submit Changes". The student account should show they are registered for the course(s). The student will click on "Sign Out".

Step 4 is to pay fees and purchase (or rent) required course materials. Students will need required course materials on the first day of class.

Required course materials are listed on the UT Martin Official Bookstore website, which is located at <http://utm.bncollege.com>. Click on "Textbooks", then on "Find Textbooks". Select the department from the drop down menu, the course from the drop down menu, and the section from the drop down menu. Click on "Find Materials for 1 Course".