

# UT Martin Dual Enrollment Counselor Checklist

## APPLICATION PROCESS:

- Tennessee Dual Enrollment Grant Application**  
All students have submitted an application online for the academic year.
- UTM Dual Enrollment Application**  
All students have submitted an application online for the term.
- Consortium Agreement**  
Students taking a course with two or more institutions during the term have completed a consortium agreement for the institution listed on their TN Dual Enrollment Grant Application for the term.
- Dual Enrollment Application-Counselor**  
Applications for all students have been processed for the term. A final high school transcript from previous academic year is required to be attached.
- Dual Enrollment Program Consent Form**  
New students participating in the program have completed a consent form with a parent and submitted it to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu). Electronic signatures will not be accepted.
- EVEA Verification**  
Students turning 18 during the semester have submitted a copy of their driver's license or birth certificate to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).
- Official Transcript from Previous Institution**  
Students who have previously taken courses at another institution have requested an official transcript be sent directly to the UTM Dual Enrollment Coordinator at 538 University Street, 110 Gooch Hall, Martin, TN 38238.

## AFTER YOU RECEIVE YOUR "READY TO REGISTER" EMAIL NOTIFICATION:

- Register for Course(s)**  
All students have registered for their course(s).
- Sign Up for Duo Two-Factor Authentication**  
Install DUO on your Smartphone or request a token. Instructions for downloading the software can be found at <https://utm.teamdynamix.com/TDClient/2421/ITS-Portal/KB/ArticleDet?ID=131009>
- Purchase/Rent Required Course Materials**  
Required course materials can be found at <https://utm.bncollege.com/>.
- Class Rosters**  
UTM rosters have been compared to high school rosters and confirmed correct.

