



DUAL ENROLLMENT PROGRAM

APPLICATION & REGISTRATION INSTRUCTIONS

Be sure you have the following information available when applying to the Dual Enrollment Program:

- TSAC Student Portal Account Information if you have previously taken dual enrollment courses.
Please contact TSAC Customer Service at (800)342-1663 for assistance if you do not know your login information.
- Social Security Number
- Student and Parent Email Addresses

TO BEGIN THE APPLICATION PROCESS, GO TO WWW.UTM.EDU/DUALAPPLY.

1. SUBMIT A UTM DUAL ENROLLMENT APPLICATION

Applying to the Dual Enrollment Program does NOT register a student for dual enrollment courses.

- Under First-time Users, click on “Create an Account” or Returning Users, click on “Login In”

Students should use a personal email rather than a school-issued email address

- Complete all fields then click “Continue”
- Locate the temporary pin in your email and enter it into the field
- Confirm Birthdate and click “Login”
- Create Password for your application
 - Password: _____

- Click on “Start New Application” then “Dual Enrollment” and “Create Application” to begin

Under Personal Background

- Review Social Security Number for accuracy

Under Course Information

- Select the term and location of dual enrollment (high school name) from the drop-down boxes.
Click on the link provided on the application to locate the:

If you do not see the desired course(s) you wish to take, STEP and contact the Dual Enrollment Office.

- Course Name: _____
- CRN (Course Number): _____

Once the course name and CRN are located, manually enter the information into the application.

Under Academic History

- Click on “Add Institution” and search for high school name.
 - In the “Level of Study” drop-down, select “High School”
 - In “Degree” drop-down, select “High School Diploma”
- Click on link above “School Official” to locate the high school dual enrollment contact.
Once the counselor’s information is located, click on the “School Official” link, and manually enter the above information.

Under Family Information

- Review Parent/Guardian Information for accuracy

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The application will automatically route to the high school counselor for approval. The counselor then submits the application to UT Martin for processing. Once the application has been processed, the student will receive a “Ready to Register” email with login and registration instructions.

2. SUBMIT A 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. First time applicants must have a cumulative 3.0 unweighted high school GPA and returning applicants must have a cumulative 2.0 college GPA to remain eligible.

First-time applicants must register AND create an account

First time applicants will click “Register” then choose “Create a Log In.” The applicant’s first and last name and Social Security Number MUST be entered as it appears on the applicant’s Social Security card. Applicants should register using a personal email address rather than a school-issued email address.

Please make note of this username and password for future access to apply online or to view your financial aid summary.

Sign in to the TSAC Student Portal

- Enter the Username and Password
The password must be between 8 and 25 characters, include at least 1 uppercase and lowercase letter, at least 1 number, and at least 1 special character from this list: ~ ! @ # \$ % ^ & * _ - + = ` | \ () { } [] ; ' ' < > , . ? /
- Answer the challenge question
- Accept the “User Agreement”

Apply for the Tennessee Dual Enrollment Grant

- Click “Apply for Scholarships”
- Select “Dual Enrollment Grant” for the current academic year (Ex: “Dual Enrollment Grant 2023-2024”)
- Acknowledge the Dual Enrollment Grant Program General Requirements and Instructions
- Select “Dual Enrollment Grant”
- Complete all required fields
For the “College/University” field, select “University of TN, Martin, 003531-00.”
- Click “Continue”
- Check the box at the bottom of the page and click “Next”
- Click “OK”
- Click “Close”
- Review the Financial Summary
- Log out