

# Dual Enrollment Grant Program Guide

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## **Dual Enrollment and Dual Enrollment Grant Overview**

### **What are dual enrollment and the Dual Enrollment Grant?**

Dual enrollment allows students to take college courses and receive high school and postsecondary credit at the same time. Dual enrollment is one of the many early postsecondary opportunities (EPSOs) that are available to students. Other EPSOs include Advanced Placement, dual credit, Cambridge International, etc. You can find more information on all EPSOs [here](#).

In Tennessee, students who take dual enrollment courses are eligible to receive the Dual Enrollment Grant for up to 10 total courses, which uses proceeds of the state lottery to award financial aid to high school juniors and seniors who are also enrolled in college courses or programs at eligible postsecondary institutions. Students who are completing high school in a home school program can also take advantage of the Dual Enrollment Grant. For more information about the Dual Enrollment Grant, visit the Dual Enrollment Grant website [here](#).

### **How has dual enrollment changed with the passage of the Governor's Investment in Vocational Education (GIVE) Act?**

Following the passage of the Governor's Investment in Vocational Education (GIVE) Act, 11th and 12th-grade high school students now have new opportunities to take dual enrollment courses in Tennessee. Students taking courses or programs of study that lead to a high-need occupation now have access to four fully funded dual enrollment courses.

### **Dual Enrollment Grant Frequently Asked Questions**

#### **What college courses or programs are eligible for increased funding through GIVE Dual Enrollment Grant funding?**

Courses or programs of study that lead to a certificate, diploma, or associate degree aligned with an occupation that is high-need in Tennessee are eligible for expanded Dual Enrollment Grant funding via the GIVE Act. General education courses are not eligible for GIVE-funded Dual Enrollment Grants but may be eligible for traditional Dual Enrollment Grants. A comprehensive list of eligible courses and programs is available [here](#).

#### **What funding is available through the Dual Enrollment Grant?**

An outline of Dual Enrollment Grant funding scenarios is available on pages 6 and 7.

#### **How are GIVE-eligible courses and programs determined?**

Each year, the Tennessee Higher Education Commission (THEC) partners with the Tennessee Department of Labor and the Tennessee Department of Economic and Community Development to identify high-need occupations in Tennessee. A list of the high-need occupations is available on page 8. THEC staff identify higher education certificates, diplomas, and associate degree programs that prepare students for high-need occupations using a federal crosswalk. The Tennessee Board of Regents (TBR) uses this program list to identify the requisite courses and programs of study offered at Tennessee community colleges and Tennessee Colleges of Applied Technology (TCATs) that provide training for the

high-need occupations. Finally, the Tennessee Student Assistance Corporation (TSAC) Board of Directors approves the list of eligible programs at both the TCATs and community colleges. Upon approval by the TSAC Board, THEC/TSAC staff review the community college course list to finalize the GIVE-eligible courses. A comprehensive list of eligible courses and programs is available [here](#).

**Is the coursework approved to receive enhanced Dual Enrollment Grant funding under the GIVE Act listed as individual programs of study or individual courses?**

GIVE-eligible Dual Enrollment Grants at TCATs are approved at the program level (i.e., the Computer Information Technology program offered at a TCAT). Dual Enrollment Grants at community colleges are approved at the individual course level (i.e., the Introduction to Networking course offered at a community college). A comprehensive list of eligible courses and programs is available [here](#).

**How do students apply for a Dual Enrollment Grant?**

Students apply for Dual Enrollment Grants by visiting the [TSAC Student Portal](#). After a student creates an account or logs in using their existing account, students will click “Apply” at the top of the page and choose the option for “Dual Enrollment Grant” (including GIVE). Detailed instructions on how to apply for a Dual Enrollment Grant are available on page 13.

**Who should I contact with questions about the Dual Enrollment Grant?**

For questions about the Dual Enrollment Grant, contact Jana McCall at [Jana.McCall@tn.gov](mailto:Jana.McCall@tn.gov) or (615) 253-7466.

**Can a student receive multiple grants during a semester?**

Yes, if the student has achieved an ACT composite score of 21 or higher on a single test date or has earned a 3.0 cumulative high school GPA at the time of taking the dual enrollment course, then the student may receive Dual Enrollment Grants for up to three courses per semester and a maximum of 10 total while enrolled in high school. More information about Dual Enrollment Grant eligibility and the number of courses that can be taken during a given semester is provided on page 5.

**Can a student receive Dual Enrollment Grants at two colleges concurrently?**

Yes. Students should contact the financial aid office of the college they have selected on the Dual Enrollment Grant application to make them aware that they are taking courses at two colleges simultaneously during a given semester. To accommodate the payment of Dual Enrollment Grants to two higher education institutions during the same semester, one of the institutions will enter into a consortium agreement with the second institution. The institution’s financial aid office will work with the student to ensure that the Dual Enrollment Grant funding is received at both institutions. If, for any reason, the student has challenges securing funding for courses at both institutions, please contact Jana McCall at [Jana.McCall@tn.gov](mailto:Jana.McCall@tn.gov) or (615) 253-7466.

**Academically, what must a student do to maintain Dual Enrollment Grant eligibility?**

A student must earn a minimum 2.75 dual enrollment GPA to remain eligible for the grant. If a student fails to earn a minimum 2.75 dual enrollment GPA, then the student forfeits remaining grant eligibility.

**If a student loses the Dual Enrollment Grant, do they also forfeit the HOPE Scholarship?**

No. The HOPE Scholarship is earned by achieving either an ACT composite score of 21 or higher on a single test date or a 3.0 final cumulative GPA upon high school graduation. The application for the HOPE Scholarship is the Free Application for Federal Student Aid (FAFSA).

**Is the application process the same for the Dual Enrollment Grant and GIVE Dual Enrollment Grant?**

Yes. Students must complete the Dual Enrollment Grant (including GIVE) application via the TSAC Student Portal ([www.tn.gov/tsacstudentportal](http://www.tn.gov/tsacstudentportal)) by the application deadline.

**What are the application deadlines for the Dual Enrollment Grant?**

Dual Enrollment Grant application deadlines for students attending two- and four-year institutions:

Term	Deadline
Fall	September 15
Spring	February 1
Summer	May 15

Dual Enrollment Grant application deadlines for students attending TCATs:

Term	Deadline
Fall	November 1
Spring	March 1
Summer	May 15

**Must a student apply for the grant each semester?**

No. The grant application now covers the entire academic year. For example, the 2021-2022 grant application opened in January, 2021. Many high schools will have their prospective dual enrollment students complete the application in spring 2021, which will satisfy all semester deadlines during the 2021-2022 academic year regardless of dual enrollment college type.

**As a school administrator, is there a report our school can monitor to ensure students have applied for the grant each semester?**

Yes. There is a Dual Enrollment Grant application status report available within the FAST system (formerly called e\*GRandS). For system access or to inquire about who may already have access at your high school, please contact Journey Ellison at [Journey.A.Ellison@tn.gov](mailto:Journey.A.Ellison@tn.gov).

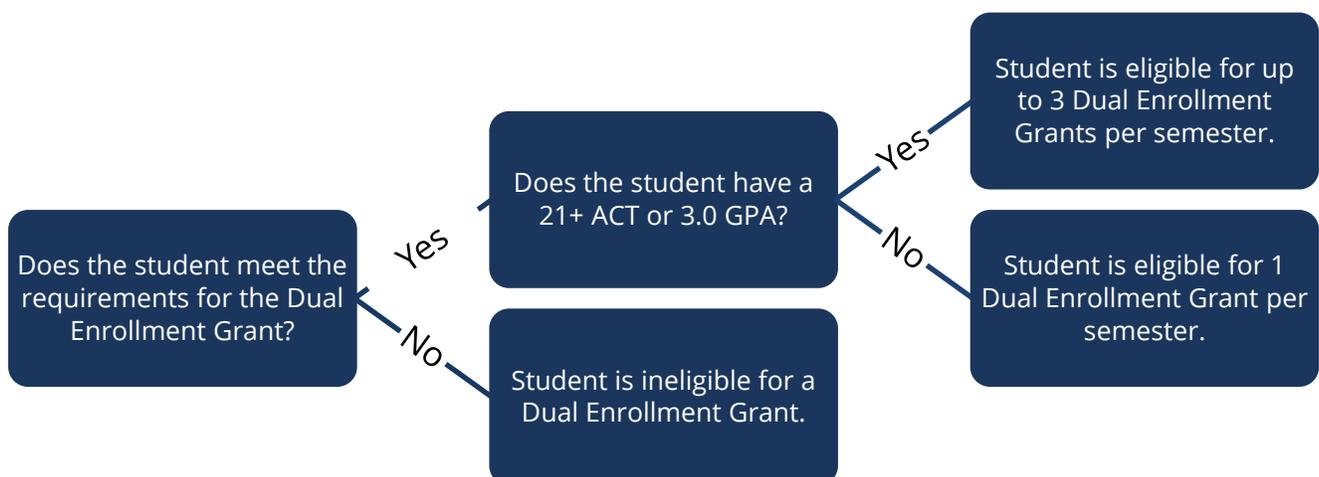
Answers to other Dual Enrollment Grant Frequently Asked Questions are available [here](#).

## Who is Eligible for Dual Enrollment Grant Funding?

To be eligible for the Dual Enrollment Grant, students must:

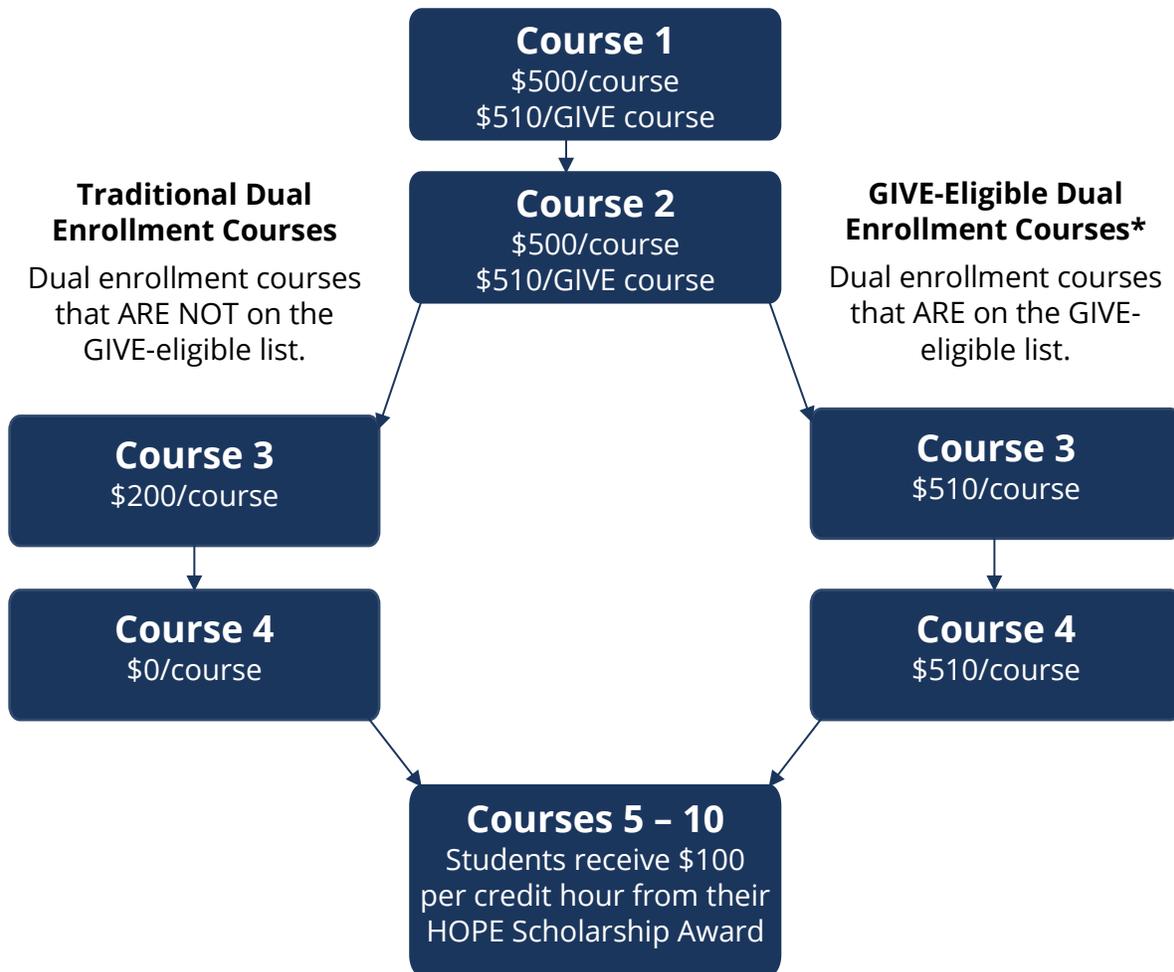
1. Be a US citizen or eligible non-citizen (i.e. permanent resident, naturalized citizen, etc.).
2. Have completed all the academic requirements of the 10th grade (high school sophomore) and be classified as an 11th grader (high school junior) or 12th grader (high school senior) by the student's high school.
3. Apply for the grant as a high school junior and/or senior before high school graduation.
4. Complete and submit the Dual Enrollment Grant application. Instructions for submitting the Dual Enrollment Grant application are available on page 13.
5. Meet admissions criteria for dual enrollment for the postsecondary institution to which the student will enroll as a dually enrolled student. Enrollment at the postsecondary institution requires no minimum number of hours.
6. Comply with the United States Selective Service System requirements for registration, if such requirements apply to the student.
7. Comply with federal drug-free rules and laws for receiving financial assistance.
8. Not be in default on a federal Title IV educational loan or Tennessee educational loan.
9. Not owe a refund on a federal Title IV student financial aid program or a Tennessee student financial aid program.
10. Not be incarcerated.
11. Not have already received a high school diploma, revised General Education Development (GED) diploma or High School Equivalency Test (HiSET).
12. Attend an eligible postsecondary institution. A list of eligible postsecondary institutions is available [here](#).

The chart below outlines how many Dual Enrollment Grants a student is eligible to use in a given semester. Please note that students may not receive state financial aid for more than a total of 10 dual enrollment courses over their high school experience.



## Funding Scenario: Dual Enrollment Grant Funding at 2-Year and 4-Year Institutions

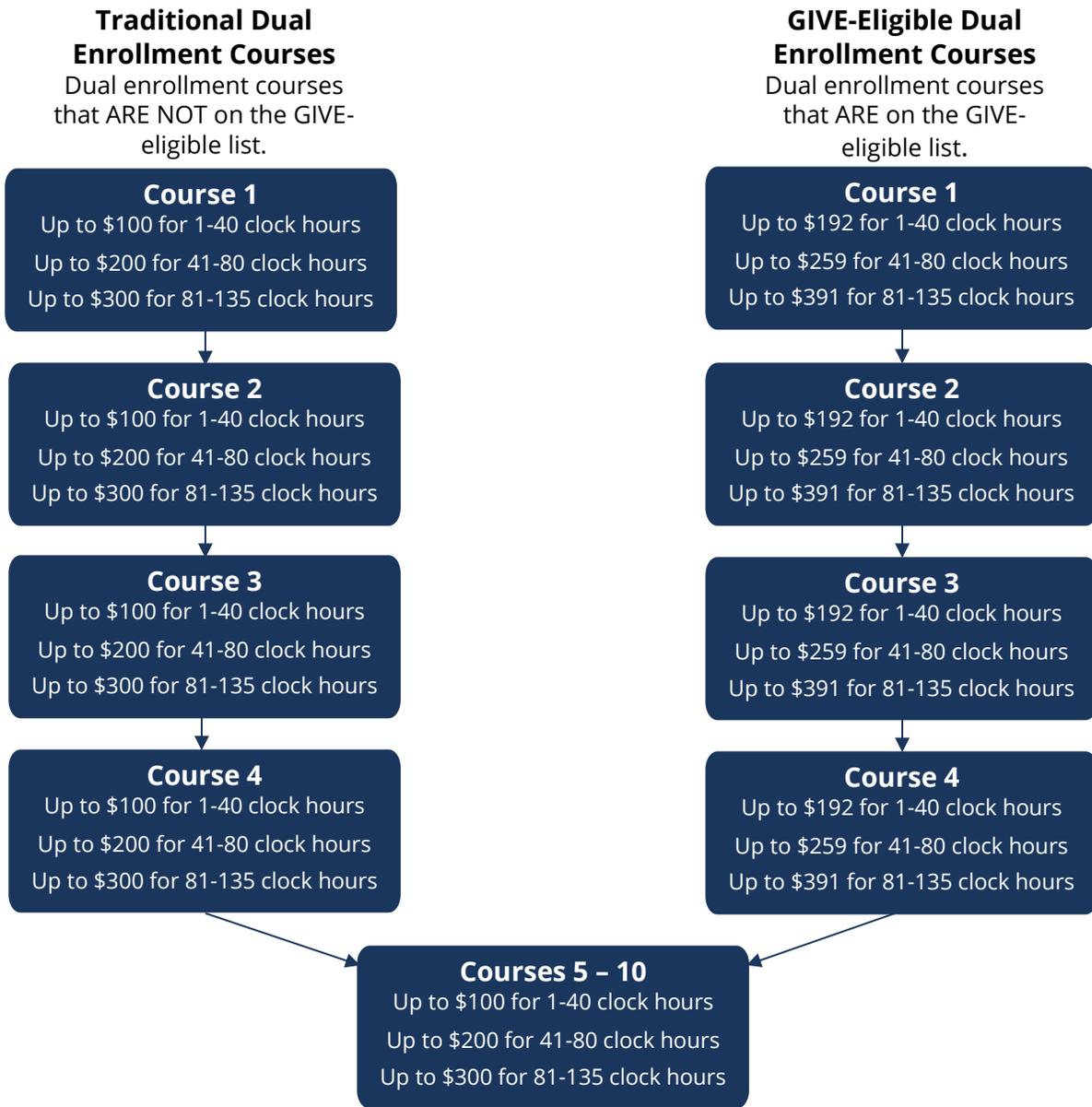
Students attending 2-year or 4-year institutions will receive Dual Enrollment Grant funding as outlined below. This chart provides the number of the course being taken and the amount of funding the student will receive. **At public community colleges, a Dual Enrollment Grant will cover the tuition for a dual enrollment course.** Students should confirm with the community college regarding any additional fees associated with taking a dual enrollment course. **For students attending public and private 4-year institutions, students should confirm with the institution regarding any balance in tuition and fees after a Dual Enrollment Grant has been applied.** Some institutions will cover the gap between the Dual Enrollment Grant and the cost to take a dual enrollment course.



\*The four GIVE-eligible dual enrollment courses can be taken at any time during 10 courses for which a student can receive Dual Enrollment Grant funding.

# **Funding Scenario: Dual Enrollment Grant Funding at Tennessee Colleges of Applied Technology**

Students attending a Tennessee College of Applied Technology (TCAT) will receive Dual Enrollment Grant funding as outlined below. This chart provides the number of the course being taken and the amount of funding the student will receive. It is important to note that TCATs operate using clock hours instead of credit hours. Therefore, financial aid is awarded based on the number of clock hours within a course. **Additionally, TCATs cover the gap between the cost of a course and the funding provided by the Dual Enrollment Grant, if a student is eligible for the Dual Enrollment Grant.**



## **High-Need Occupation List**

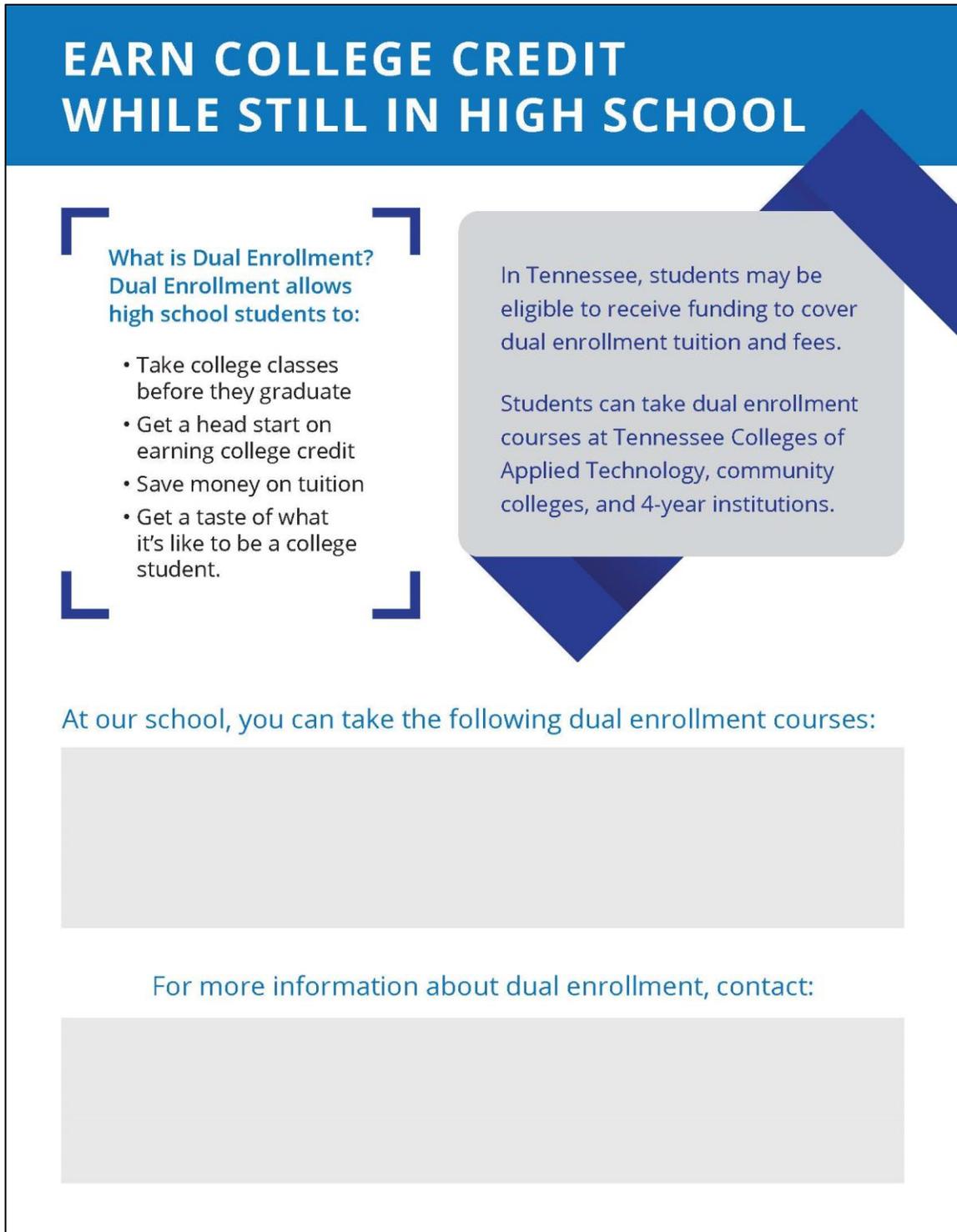
Each year, THEC, in partnership with the Tennessee Department of Labor and the Tennessee Department of Economic and Community Development, identifies high-need occupations in Tennessee. These high-need occupations are used to create the list of courses and programs that are eligible for GIVE Dual Enrollment Grant funding. A list of the current high-need occupations and associated Standard Occupational Classification (SOC) codes are listed below. The SOC system is a federal standard used by agencies to classify workers into occupational categories.

<b>SOC Code</b>	<b>Occupation Description</b>
13-2011	Accountants and Auditors
43-3031	Bookkeeping, Accounting, and Auditing Clerks
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists
13-1020	Buyers and Purchasing Agents
47-2031	Carpenters
15-1232	Computer User Support Specialists
47-2061	Construction Laborers
11-9021	Construction Managers
13-1051	Cost Estimators
43-4051	Customer Service Representatives
43-9021	Data Entry Keyers
53-3031	Driver/Sales Workers
47-2111	Electricians
43-6011	Executive Secretaries and Executive Administrative Assistants
35-1012	First-Line Supervisors of Food Preparation and Serving Workers
37-1011	First-Line Supervisors of Housekeeping and Janitorial Workers
37-1012	First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers
41-1011	First-Line Supervisors of Retail Sales Workers
53-1047	First-Line Supervisors of Transportation and Material Moving Workers, Except Aircraft Cargo Handling Supervisors
11-9051	Food Service Managers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-3032	Heavy and Tractor-Trailer Truck Drivers
47-3013	Helpers--Electricians

49-9098	Helpers--Installation, Maintenance, and Repair Workers
51-9198	Helpers--Production Workers
43-4161	Human Resources Assistants, Except Payroll and Timekeeping
13-1071	Human Resources Specialists
53-7051	Industrial Truck and Tractor Operators
41-3021	Insurance Sales Agents
43-4111	Interviewers, Except Eligibility and Loan
53-3033	Light Truck Drivers
13-1111	Management Analysts
31-9092	Medical Assistants
51-2090	Miscellaneous Assemblers and Fabricators
49-3042	Mobile Heavy Equipment Mechanics, Except Engines
47-2141	Painters, Construction and Maintenance
43-3051	Payroll and Timekeeping Clerks
13-2052	Personal Financial Advisors
37-2021	Pest Control Workers
31-9097	Phlebotomists
31-2021	Physical Therapist Assistants
47-2152	Plumbers, Pipefitters, and Steamfitters
13-1198	Project Management Specialists and Business Operations Specialists, All Other
11-9141	Property, Real Estate, and Community Association Managers
11-2022	Sales Managers
41-3091	Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
41-4012	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
25-3021	Self-Enrichment Teachers
21-1093	Social and Human Service Assistants
15-1256	Software Developers and Software Quality Assurance Analysts and Testers
21-1018	Substance Abuse, Behavioral Disorder, and Mental Health Counselors
25-3097	Tutors and Teachers and Instructors, All Other
51-4121	Welders, Cutters, Solderers, and Brazers

## Dual Enrollment Promotional One-Pager

Schools can use the Dual Enrollment Promotional One-Pager below to promote dual enrollment opportunities within their high school. Feel free to customize the one-pager, print copies, and distribute to your students. You can download an editable version of the one-pager [here](#).



**EARN COLLEGE CREDIT WHILE STILL IN HIGH SCHOOL**

**What is Dual Enrollment?**  
Dual Enrollment allows high school students to:

- Take college classes before they graduate
- Get a head start on earning college credit
- Save money on tuition
- Get a taste of what it's like to be a college student.

In Tennessee, students may be eligible to receive funding to cover dual enrollment tuition and fees.

Students can take dual enrollment courses at Tennessee Colleges of Applied Technology, community colleges, and 4-year institutions.

At our school, you can take the following dual enrollment courses:

For more information about dual enrollment, contact:

## **Sample School Communications**

To support schools as they encourage students to take advantage of dual enrollment opportunities, we've pulled together a series of advising messages that can be sent to students via text messages, communication apps like Remind, or email. The messages and calendar below are suggestions. Please feel free to customize this information to fit your school's needs. For more research-based best practices on how to use communication nudges to encourage students to enroll in higher education and engage in their education, check out the resources at <https://nudge4.org/nudge4-projects/remoteadvising/>.

### Message 1:

Hi [student's first name], I'm Mr. Smith, your school counselor & I'm here to support you as you explore your plans for after high school. Did you know that [insert name of high school] offers several ways for you to earn college credit while still in high school? Visit my office for more info.

### Message 2:

Hi! Did you know that students who take dual enrollment courses are more likely to complete a college certificate or degree? You can take advantage of dual enrollment courses while you are still in high school. Stop by my office to learn more!

### Message 3:

Have you applied for the Dual Enrollment Grant? Make a plan today to get your application in! Step-by-step instructions on submitting your application are available here: <http://bit.ly/HowToApplyDEG>

### Message 4:

As you plan for your junior year, start thinking about what dual enrollment courses you may be interested in taking! By taking dual enrollment while in high school you can save \$\$\$ later. Stop by my office for more information.

### Message 5:

Are you interested in a technical job after high school? If so, you may be able to start taking technical college courses now – BEFORE you graduate. Stop by my office for more information.

## **Things to Consider When Communicating with Students**

1. Use behaviorally informed content (i.e., encourage goal setting, prompt plan-making, eliminate obstacles, etc.).
2. Reach out proactively – even if you don't hear back.
3. Making a personal connection can make a difference.
4. Prompt students to use a resource or complete a task.
5. Offer one-on-one assistance.
6. Provide encouragement and positive reinforcement.

For more resources on communicating with students remotely, visit [www.nudge4.org](http://www.nudge4.org).

## **How to Apply for the Dual Enrollment Grant**

To receive a Dual Enrollment Grant, students must complete the Dual Enrollment Grant application using the instructions below. Students only need to submit one grant application per academic year.

1. Using Google Chrome, Microsoft Edge, Safari, etc., go to [www.tn.gov/tsacstudentportal](http://www.tn.gov/tsacstudentportal). If you have never created a TSAC Student Portal account, **proceed to Step 5**. If this is the first time you are using the TSAC Student Portal, **continue to Step 2**.
2. On the TSAC Student Portal screen, click **Create a Log In**.
3. Complete the form and click **Create My Account**.
4. Once your TSAC Student Portal account has been created, click the hyperlink reading **Click here to log in to your account and apply online**.
5. Enter your username and password and click **Log In**.
6. Answer your challenge question and click **Continue**.
7. Confirm your personal image and click **Continue**.
8. Read the user agreement and click **Accept**.
9. Click **Apply**.
10. Scroll down and click **Dual Enrollment Grant (including GIVE) for 2021 – 2022**.
11. Read the General Requirements and Instructions and click **I understand**.
12. Scroll down the General Requirements and Instructions screen again and click **Dual Enrollment Grant (Including G.I.V.E.)**.
13. Complete the Dual Enrollment Grant Application and click **Continue** to submit the application.
14. Read the Additional Courses Acknowledgement, **check the box indicating you understand the acknowledgment**, and click **Next**.
15. Click **OK** on the Application Confirmation screen.

**Please call the TSAC Call Center at 800-342-1663 for login assistance.**

## **How to Download the Dual Enrollment Grant Application Status Report**

To help schools keep track of which of their students have completed the Dual Enrollment Grant application, school counselors and other high school staff can download the Dual Enrollment Grant Application Status Report in the Tennessee Student Assistance Corporation's FAST system using the instructions below.

1. Login to the FAST system (formerly called e\*GrandS) at [FAST.tn.gov](https://fast.tn.gov). For access to the FAST system, please contact Journey Ellison at [Journey.A.Ellison@tn.gov](mailto:Journey.A.Ellison@tn.gov).
2. Click **New Reports**.
3. Click the **Dual Enrollment Grant Status Report**. A new window should open. If not, please allow pop-ups from FAST.
4. Select **2021-2022** for the ACYear.
5. Click **View Report**.
6. Select a program (CSV, PDF, Excel, etc.) to export and save the report.

**Please call the TSAC Call Center at 800-342-1663 for login assistance.**