

BEARDEN HIGH SCHOOL DUAL ENROLLMENT 2019-2020

STUDENT RESPONSIBILITY CHECKLIST

ALL DUAL ENROLLMENT STUDENTS:

- Complete & return a MANDATORY *BHS Dual Enrollment Application by March 8th***
 - This is a firm deadline, and not meeting this deadline could result in Dual Enrollment being dropped from your Course Registration.
- During BHS Course Registration:**
 - Complete a BHS DE Application and return to your counselor by March 8th
 - Choose the DE course(s) that you plan to take when registering for your 2019-2020 courses on ASPEN – indicate which semester you would like to try to have the DE course (in the “Notes to Counselor” box) & identify on your DE application.
 - Plan to attend a “DE Day” Meeting (specific dates TBA) when those dates are announced
 - This is a mandatory event.
 - Not attending this will result in Dual Enrollment being dropped from your Course Registration.
 - Research / plan which institution that you would like to attend (PSCC / Tusculum)
- March:**
 - ALL prospective DE students MUST attend a “DE Day” Meeting – this is where you will complete all items needed to take your DE course with a representative of the college, in which you plan to enroll. At these meetings, you will complete the following:
 - College (PSCC or Tusculum) application
 - Dual Enrollment Grant Application
 - Immunization Forms (for respective school)
 - Dates are TBA & specific to your chosen institution
 - Attendance is MANDATORY
- April / May:**
 - For Fall enrollment in DE:
 - Attend a meeting with a school representative to complete your course registration (through the college’s registration portal – not ASPEN) & give a copy of your college course schedule to your counselor before leaving this meeting.
 - Meeting dates are TBA & specific to your chosen institution
 - Attendance is MANDATORY
- November:**
 - For Spring enrollment in DE:
 - Attend a meeting with a school representative to complete your course registration (through the college’s registration portal – not ASPEN) & give a copy of your college course schedule to your counselor before leaving this meeting.
 - Meeting dates are TBA & specific to your chosen institution
 - Attendance is MANDATORY
- Pay any outstanding tuition or fees – (time varies depending on your semester of DE enrollment)**
 - You can pay through your institution (PSCC / Tusculum) portal
 - Generally, your fees will not be applied until the term (semester) begins - Fall: August, Spring: January

For more information about Pellissippi, please visit the Pellissippi State website at <http://www.pstcc.edu/dual>

For more information about Tusculum, please visit the Tusculum website at <https://web.tusculum.edu/tepsol/>

All other questions – contact your School Counselor at Bearden