

# BEARDEN HIGH SCHOOL DUAL ENROLLMENT 2021 - 2022

## STUDENT RESPONSIBILITY CHECKLIST

### ALL DUAL ENROLLMENT STUDENTS:

- Complete & return a MANDATORY *BHS Dual Enrollment Application* by March 5<sup>th</sup>**
  - 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 the College & Career Center by March 5<sup>th</sup>.
  - Choose the DE course(s) that you plan to take when registering for your 2021-2022 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 in the BHS Library by your last name.
  - March 9<sup>th</sup> Last Names A-J; March 10<sup>th</sup> Last Names K-P; March 11<sup>th</sup> Last Names Q-Z
    - **These are mandatory events.** You must attend one of these meetings in order to enroll in DE.
    - Not attending this will result in Dual Enrollment being dropped from your Course Registration.
  - Research/plan which institution you would like to attend (PSCC/Tusculum/LMU)
- 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/Tusculum/LMU) application
    - Dual Enrollment Grant Application
    - Immunization Forms (for respective school)
  - Dates are Tuesday March 9<sup>th</sup>, Wednesday, March 10<sup>th</sup>, or Thursday, March 11<sup>th</sup> 3:30-4:30pm—BHS Library
  - 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 April 16<sup>th</sup> and April 23<sup>rd</sup> during school hours. More details—TBA.
    - 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 pay through your institution (PSCC/Tusculum/LMU) portal
  - Generally, your fees will not be applied until the term (semester) begins - Fall: August, Spring: January

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

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

For more information about LMU, please visit the LMU website at <https://www.lmunet.edu/undergraduate-admissions/lmu-edge.php>