



HARDIN VALLEY ACADEMY DUAL ENROLLMENT 2022-2023
STUDENT RESPONSIBILITY CHECKLIST FOR PSTCC Dual Enrollment (DE)*

ALL POTENTIAL Pelli DUAL ENROLLMENT STUDENTS:

During HVA Course Registration:

- Pick up an **HVA Dual Enrollment Intent Form beginning February 9th**
- Choose the DE course(s) that you plan to take when registering for your 2022-23 classes in ASPEN – indicate which semester you would like to try to have the DE course
- Turn in your completed HVA DE Intent & Parent Consent form **no later than March 11th** in the Counseling Office or to your Academy Counselor.

March:

- **MARCH 11** – DEADLINE FOR TURNING IN DE INTENT FORM
- If you have not currently taking a Pelli class, you must apply to Pelli. -ALL prospective DE students MUST attend a “DE 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:
 - § Pellissippi application
 - § Dual Enrollment Grant Application
 - § Immunization Form

March 22 & 23 - Dual Enrollment Meetings Spencer Joy from Pelli will be at HVA to help students to apply to Pelli to take DE classes for the 2022-2023 school year and to assist students with completing the TSAC DE Grant.

*You must bring a completed immunization waiver to this meeting.

This is a mandatory event. Not attending this will result in Dual Enrollment being dropped from your Course Registration.

April :

- For Fall enrollment in DE:

§ **If you are eligible for FALL** - Attend a meeting with a Pelli representative to complete your course registration (through Pellissippi's registration portal – not ASPEN) & give a copy of your Student Detail Schedule to your counselor before leaving this meeting.

April 12 & 13 - Spencer Joy will be at HVA to assist students in registering for DE classes at Pelli for the Fall semester.

Summer/August: Check your MyPelli account to View your Bill to make sure the DE grant has gone through and you do not owe anything. Some courses have a book fee that is charged on your statement and your course will be dropped if there is an outstanding balance.

November:

- For Spring enrollment in DE:

§ Attend a meeting with a school representative to complete your course registration (through Pellissippi's portal – not ASPEN) & give a copy of your Student Detail Schedule to your counselor before leaving this meeting.

Pay any outstanding tuition or fees – *(time varies depending on your semester of DE enrollment)*

- You can pay through MyPellissippi 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>

Login Troubleshooting: <https://sites.pstcc.edu/infoservices-catalog/problems-logging-in/>

Pellissippi HelpDesk: Helpdesk@pstcc.edu 865-694-6537

*If students want to take a DE course from another institution, students make an appointment with academy counselor.