

**Williamson County**

**Dual Enrollment  
Handbook  
2021-2022**



**COLUMBIA  
STATE** COMMUNITY  
COLLEGE

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# Welcome

We are happy to welcome you to Columbia State Community College!

By enrolling in our Dual Enrollment (DE) program, students will attend college classes and have access to various services that we offer.

This handbook was developed based on questions gathered from students and their families and should serve as a reference guide to application and registration to our program.

Besides the precise step-by-step descriptions of how to apply and register, the reader will also find general information on DE admission requirements, the DE Grant, a list of popular courses, myChargerNet student portal, our academic calendar with all the important college dates, useful links, and contact information.

We sincerely hope that this handbook will provide you with the answers you have been looking for!

*- The Admissions Team*



## Academic Calendar

The academic calendar is divided into three semesters, Fall, Spring and Summer. It reflects important dates for deadlines such as: application to our program, registration for classes, application for grants, tuition and fees, and graduation.

Please note that the calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

The academic calendar can be viewed here: [www.ColumbiaState.edu/academic-calendar](http://www.ColumbiaState.edu/academic-calendar)

# Basic Dual Enrollment Information

## What is Dual Enrollment?

- Dual Enrollment is an opportunity for high school juniors and seniors to start their college careers while still in high school. This opportunity may allow students to simultaneously earn high school graduation credit for the college class(es) students have taken.
- Academically gifted sophomores with an Individualized Educational Plan (IEP) may be eligible to enroll.

## What classes can DE students take?

- Dual Enrollment students can take classes that are accepted by the high school district that they attend. The DE student should need to consult with their counselor before deciding which Columbia State classes they need to take.
- In addition, to register for the appropriate classes, the students need to meet the prerequisites for these classes (except Learning Support classes).
- Prerequisites are often determined by certain ACT®/SAT® test scores. Sometimes, a prerequisite may be the completion of a specific college-level course.
- Some college courses do not have prerequisites.

## What if a student has not taken the ACT®/SAT®?

Students who have not taken the ACT®/SAT® test yet, but want to take a class that requires certain test scores, have the option to take the ACCUPLACER® placement exam through our Testing Services department. Students must first complete the DE application process and be admitted to the college. The college then uses the ACCUPLACER®, or Advanced Placement (AP), results in place of ACT®/SAT® test results, to determine if the prerequisites are met.

## Who is eligible for Dual Enrollment?

- Any student who is in their junior or senior year of high school, regardless of their GPA.
- Academically gifted sophomore with an IEP.

# Basic Dual Enrollment Information

## How much does Dual Enrollment cost?

- The standard 2020-2021 in-state tuition rate for Dual Enrollment classes is \$166 per credit hour (total of \$498 for a 3 credit hour course).
- However, the cost of a 3 credit hour course can be entirely covered by the Dual Enrollment Grant.
- Typically, the first two Dual Enrollment classes are covered by the DE Grant. (See page 19 for more information on the DE Grant.)

## Can I complete a FAFSA and use financial aid while still in high school?

No, the Free Application for Federal Student Aid (FAFSA) only applies to students who have completed high school or passed the HiSET®/GED® exam.

## Are Dual Enrollment classes harder than high school classes?

- Dual Enrollment classes are college-level courses and held to the same academic rigor and standards as other Columbia State courses.
- Students need to be prepared to pursue their education both in the classroom and on their own.
- Personal responsibility is a key component to success.
- It is recommended students spend at least one to two hours studying outside the classroom each week.

## Can I be removed from the Dual Enrollment program?

Yes, if a student's college GPA goes below a 2.0, s/he has lost eligibility to enroll at Columbia State as a Dual Enrollment student permanently. However, the student can return as a first-time freshman or other admissions type once s/he has completed high school.



# Basic Dual Enrollment Information

## What is the difference between dual enrollment and academically gifted/talented enrollment?

- Academically Talented and Gifted students are currently enrolled in a Tennessee high school, have a 3.2 or higher GPA and have an IEP in which college courses are recommended.
- Dual Enrollment students are high school juniors or seniors and wish to begin earning college credit while still in high school.

## Can my parent check on my account for me?

- Yes. One of the requirements for acceptance to the DE program is the Consent Form. The form needs to be signed and dated by the student, parent/guardian and high school official (i.e. counselor). The Consent Form is the DE version of the Family Educational Rights and Privacy Act (FERPA). Download the Consent Form here: [https://www.columbiastate.edu/admissions/documents19/Dual\\_Enrollment\\_Consent\\_2\\_28\\_18.pdf](https://www.columbiastate.edu/admissions/documents19/Dual_Enrollment_Consent_2_28_18.pdf)
- Generally, students' information is protected by the Family Educational Rights and Privacy Act (FERPA).

# Application and Registration

**Step 1** - Notify your counselor or umbrella school that you are interested in applying for Dual Enrollment. It is important to discuss course selections with your counselor to make sure the course will be accepted by your high school to fulfill graduation requirements.

**Step 2** - Access the Dual Enrollment application at [www.ColumbiaState.edu/dual-enrollment](http://www.ColumbiaState.edu/dual-enrollment) and apply for the Dual Enrollment program.

**Step 3** - Submit required documents to Columbia State.

Besides the application, the website contains a list of requirements necessary for registration:

- DE Consent form – can be downloaded from the webpage, needs to be signed and dated by a parent/guardian and high school official (counselor, principal, or teacher).
- Hepatitis B form – can be downloaded from the webpage, needs to be signed and dated; the form is located on the back of the DE Consent form.
- Have high school transcript and ACT® scores sent to Columbia State - the high school transcript can be ordered through the National Student Clearinghouse:  
<https://www.orderatranscript.com/ntc/order>.
- If ACT®/SAT® results are not applicable, have the College Board send the AP scores to Columbia State (*if applicable*).
- Send copy of Tennessee Driver’s License if turning/already over 18 years old. The FAFSA can substitute for a driver’s license.

\*Please note that all requirements need to be sent to [Processing@ColumbiaState.edu](mailto:Processing@ColumbiaState.edu)

**Step 4** - Apply for the Dual Enrollment Grant with the Tennessee Student Assistance Corporation (TSAC): <https://cliplink.tsac.tn.gov/studentssignon/>

- The link to the Dual Enrollment Grant is located at the bottom of the same application page. (Read more about the DE Grant on page 19.)

**Step 5** - Receive Acceptance Email

The Acceptance Email is sent to the email address you provided in your application. The Acceptance Email contains your student A number (student ID number) and login credentials to myChargerNet (web portal where admitted students register for classes).



**Step 6** - Sign up for placement test/ACCUPLACER®, only if no ACT®/SAT® scores submitted. You will need to send an email to [TestingServices@ColumbiaState.edu](mailto:TestingServices@ColumbiaState.edu), provide your A number (student ID) and briefly explain in which area you need testing (reading and writing, math, or both; more about ACCUPLACER® on page 13).

**Step 7** - Register for classes through myChargerNet  
Access myChargerNet by clicking on the myCN button located on the top navigation bar of the Columbia State website. Log in to your myChargerNet account by using the login credentials that you received in your Acceptance Email.

If you don't know your username and are unable to find your Acceptance Email, you can click on the "PVT Username Lookup" link located below the login window. You will be required to fill out some biographical information to access your PVT username.

**Step 8** - Purchase textbooks and course materials  
Textbooks and course materials are paid out-of-pocket as they are not covered by the Dual Enrollment Grant.

Access the bookstore website at <https://www.bkstr.com/columbiastatestore>.

In the "Get Your Textbooks" box, under "Campus" choose Williamson Campus and under "Term" choose the term you plan to attend. Click on "Find Courses."

Under "Department," choose the course (ENGL, MATH, HIST, etc.), under "Select Course" choose the course four-digit code (1010, 1020, etc.), under "Section," select the section number (F01, F91, R50, etc.).

Certain courses are designated Digital Engagement Initiative (DEI) which means an electronic textbook is included in the total price of the course. Therefore, purchasing a hard copy of the text is unnecessary. Please note that DEI is an additional fee not covered by the DE Grant.

**Step 9** - Check your Columbia State student email

Your Columbia State student email is where you receive all information related to Columbia State. It is strongly encouraged to check your student email daily. Faculty and staff will use this email to reach out to you. In your email, you will find important information that will regularly be sent to you, such as finances, emails from instructors, class start dates, class links, academic calendar, and other college-related information.

To check your email, log in to your myChargerNet account, in the top navigation bar click on the top left tab "Email."

**Step 10** - Attend your classes!  
Your instructor will send a link to your class and provide you with additional information regarding the course.

# Dual Enrollment Courses

The list below shows examples of courses that were taken in Fall 2020. DE students can take other courses outside this list. However, the course selection needs to be discussed with your counselor to make sure the course will be accepted by your high school to fulfill graduation requirements.

## English Composition I – ENGL 1010 – 3 credits

- The ENGL 1010 course introduces students to writing and evaluating argumentative essays; developing awareness of rhetorical techniques used in persuasive writing; and applying argumentative elements and research in assigned papers. Students must take this course as a degree requirement.
- Prerequisite(s): Satisfactory ACT® (19) or Satisfactory placement test scores (ACCUPLACER® test score of 4)

## English Composition II – ENGL 1020 – 3 credits

- The ENGL 1020 course instructs students in the development of writing skills beyond the levels of proficiency required in ENGL 1010, with emphasis on interpretation and evaluation of literature (short fiction, poetry, and drama) and more advanced research methods.
- Prerequisite(s): ENGL 1010

## Introduction to Literature – ENGL 2045 – 3 credits

- Course only offered through TN eCampus.
- Reading and analysis of a variety of literary types as forms of cultural and creative expression; emphasizes themes and experiences common to human existence; specific topics are determined by the instructor, but the focus is on literary texts that reflect different historical and cultural contexts.
- Prerequisite(s): ENGL 1020

## African-American Literature – ENGL 2055 – 3 credits

- African American Literature studies oral and written stories of African American writers from the 18th century through the Harlem Renaissance to present times, including well-known authors like Zora Neale Hurston, Langston Hughes, Martin Luther King, Jr., and others. Students analyze major themes like alienation, identity, double-consciousness, racism, classism, rebellion, revolt and escape. They evaluate these works for their literary merit, becoming aware of the personal, social, artistic and literary values of African American authors; furthermore, they discover connections among these stories, poems, and speeches and their own experience.
- Prerequisite(s): ENGL 1010 or ACT® English 32 or SAT® Verbal 720 or completion of all Competencies in Learning Support Writing.

## Topics in American Literature – ENGL 2130 – 3 credits

- Survey of American Literature is a reading course that focuses on critical analysis of representative works from the Colonial era to the present.
- Prerequisite(s): ENGL 1020



### Topics in British Literature – ENGL 2235 – 3 credits

- This course is the study of representative works of British prose, poetry, and drama from the Anglo-Saxon period through the twentieth century.
- Prerequisite(s): ENGL 1020

### Introductory Statistics – MATH 1530 – 3 credits

- An introduction to elementary statistical methods. Topics covered include mean, standard deviation, standard scores, probability of events, binomial and normal distribution, linear correlations, sampling, hypothesis testing, goodness of fit, analysis of variance.
- Prerequisite(s): 19 Math ACT® or satisfactory placement test scores (ACCUPLACER® test score of 4)

### Calculus I – MATH 1910 – 4 credits

- Limits, derivatives of algebraic, trigonometric, logarithmic, and exponential functions, applications of derivatives, antiderivatives and indefinite integrals.
- Prerequisite(s): (A) 25 Math ACT® with four years of high school mathematics which includes precalculus or (B) MATH 1710 and MATH 1720 or (C) MATH 1730 or special permission of the mathematics department.

### Calculus II – MATH 1020 – 4 credits

- Definite integral, applications of the definite integral, techniques of integration, indeterminate forms, infinite sequences and series, and parametric equations and polar coordinates. (Course is offered in spring only.)
- Prerequisite(s): MATH 1910

# Dual Enrollment Courses

## Early World History – HIST 2310 – 3 credits

- Foundations of the modern world from the first civilizations through the fifteenth century. Topics include western and non-western classical civilizations, the Middle Ages, and the discovery of the Americas.
- Prerequisite(s): Satisfactory placement test scores

## Modern World History – HIST 2320 – 3 credits

- Major world events from the acceleration of global contact beginning in the 16th century, the age of revolutions, the “ism’s” of the nineteenth century, the world wars of the twentieth century, and the world today.  
(Course is offered in spring only.)
- Prerequisite(s): Satisfactory placement test scores

## Introduction to Psychology – PSYC 1030 – 3 credits

- One-semester survey course that provides an introduction to the scientific study of behavior and mental processes. Topics include history and research methods, biological aspects of psychology, sensation and perception, variations of consciousness, cognitive processes, motivation and emotion, human development, personality, social psychology, and psychological disorders and therapies.
- Prerequisite(s): Satisfactory placement test scores

## Introduction to Biology – BIOL 1010 – 4 credits

- This is an introduction to biology course designed for non-science majors. This course’s primary focus is on the relationship between basic biological principles and our everyday life. Topics covered in this course include the process of science, cellular function and reproduction, molecular biology, genetics, evolution, and the diversity of life. Students cannot receive credit for both BIOL 1010 and BIOL 1110.  
3 hrs. lecture, 2 hrs. lab
- Prerequisite(s): Satisfactory placement test scores

## General Biology I – BIOL 1110 – 4 credits

- This course is designed for science and pre-professional majors. This is an introductory course devoted to the study of scientific methodology, principles of cellular biology, the dynamics of the living cell, molecular biology, genetics, and evolution. A beginning study of the structure and function of living organisms including viruses, bacteria, protists, and fungi is also included. May not receive credit for both BIOL 1110 and BIOL 1010 and BIOL 1080.  
3 hrs. lecture, 2 hrs. lab
- Prerequisite(s): Satisfactory placement test scores



### **General Biology II – BIOL 1120 – 4 credits**

- This course is designed for science and pre-professional majors. This course continues the study of the structure and function of living organisms and includes the plant and animal kingdoms. Emphasis is placed on tissues, systems, and comparative physiology. Ecology is also included. May not receive credit for both BIOL 1120 and BIOL 1020 and BIOL 1080.  
3 hrs. lecture, 2 hrs. lab
- Prerequisite(s): BIOL 1110 and satisfactory placement test scores

### **Principles of Macroeconomics – ECON 2100 – 3 credits**

- Provides basic understanding of modern economic society; fundamental economic concepts; measurement, determination and growth of national income; determination of employment and price level; principles of money and banking; monetary and fiscal policies; economics of less developed countries; comparative economic systems.

PLEASE NOTE that students can take whichever classes they meet the prerequisites for just like any other college student. To find other courses, you can visit our catalog at [www.ColumbiaState.edu/catalog-student-handbook/](http://www.ColumbiaState.edu/catalog-student-handbook/)

In the catalog, make sure to select the current academic year. The search bar is located on the top right side of the Catalog screen. You can either type in the name of the course (English Composition I), keyword (English), or code name of course (i.e. ENGL 1010).

# ACCUPLACER® Placement Test

The ACCUPLACER® test is used by Columbia State to determine course placement for entering students. The ACCUPLACER® determines which courses are best suited to the student's level of readiness. Students with valid ACT®/SAT® scores (within five years) are placed according to those results and are not required to take the ACCUPLACER® test.

Students must receive a level of 4 on the ACCUPLACER® test to waive course prerequisites. Otherwise, they cannot take any college-level courses at Columbia State.

Students may choose to take the ACCUPLACER® exam to challenge both ACT®/SAT® and previous ACCUPLACER® scores. They can take the exam two times for both ACT®/SAT® and previously taken ACCUPLACER® test.

A student cannot retake the test on the same day as the initial testing.

## How to apply?

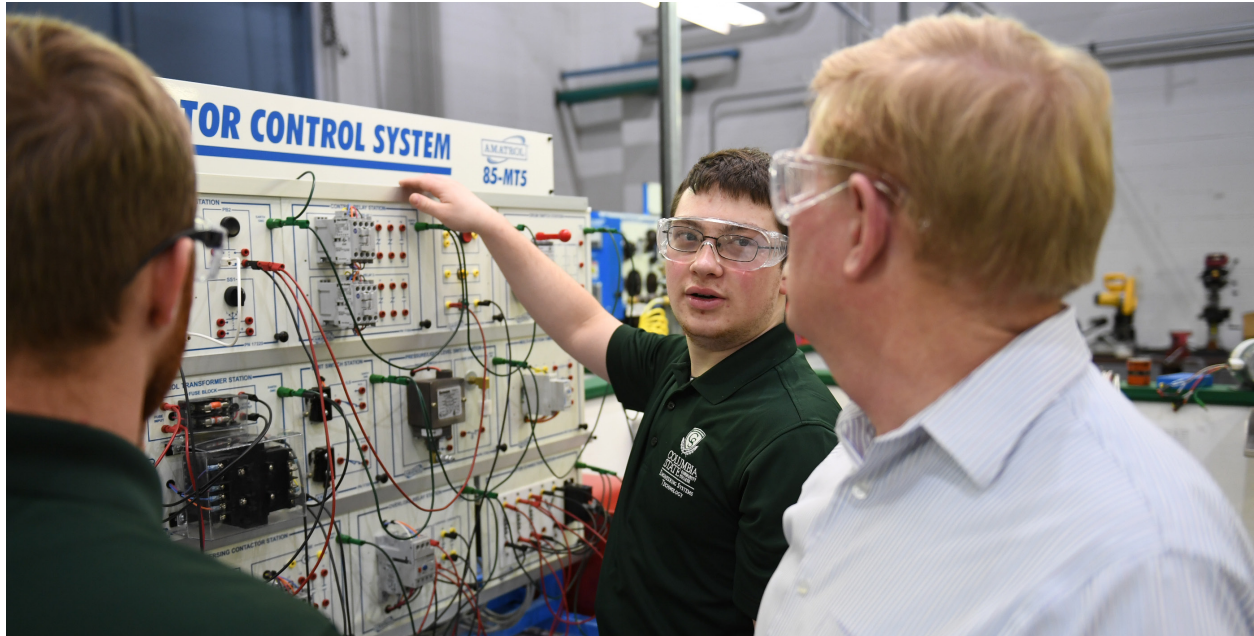
- To register for the ACCUPLACER® exam, you must be admitted to the college. Once you are admitted, contact [TestingServices@ColumbiaState.edu](mailto:TestingServices@ColumbiaState.edu) and provide them with your full name, A number (student ID number), name of Dual Enrollment class(es) you wish to register for, email (preferably your Columbia State email), and phone number.
- You can also sign up for the exam if you are challenging existing ACT®/SAT® scores.
- Requests will be processed within 24 hours.
- Placement will be based on the best scores from all valid placement instruments.

## What is the cost of taking the exam?

- Free for initial testing for Columbia State students.
- \$25.00 if challenging valid ACT® or previous ACCUPLACER® scores.
- Non-Tennessee Board of Regents (TBR) students pay \$25.00 for remote ACCUPLACER® testing.
- All fees are non-refundable and non-transferable. Payment must be made to the Business Services office prior to testing.

## When do I get my test scores?

Scores are available the same day as the exam and are valid for five years. ACCUPLACER® requirements and placement scores are established by TBR guidelines.



## I'm accepted! What does that mean?

When a Dual Enrollment applicant submits all the documentation necessary for the application, and when that documentation is processed and uploaded to our system, the applicant becomes admitted to Columbia State and becomes a Columbia State DE student. The applicant then receives an Acceptance Email. In the Acceptance Email, the DE student receives login credentials (username and password) for logging in to myChargerNet and their Columbia State student email.

In order to be accepted, the applicant needs to complete the electronic application form and our Admissions office needs to receive the following:

- Consent Form – signed and dated by a parent/guardian and high school official (counselor, principal, or high school teacher)
- Hepatitis B form – signed and dated
- Current high school transcript sent from the high school (can be sent from the counselor)
- ACT®/SAT® test scores (*if applicable*)
- Proof of citizenship (Driver's License, Passport, etc.)

It is strongly advised to send all the necessary documentation to [Processing@ColumbiaState.edu](mailto:Processing@ColumbiaState.edu). When all of the listed documentation is uploaded into our system, the applicant is accepted. Please note that being accepted does not imply that the student is also registered for a class. Acceptance to Columbia State opens the door for the student to register for the class in myChargerNet.



## What is myChargerNet?

MyChargerNet is the student portal where all necessary academic-related information and functions are stored in one place.

It is also a place where you can:

- Search for classes
- Register for classes
- Lookup academic calendar and class schedule
- Check and process payment for your financial balance
- Lookup transcript and GPA
- Request a transcript
- View our catalog
- Reserve times in a computer lab
- Make a tutoring appointment

MyChargerNet also contains a list of helpful links and contact information, such as Columbia State student email, bookstore, financial aid, student success counseling and much more. In order to access myChargerNet, you will need to receive the Acceptance Email, which will provide you with login credentials.

MyChargerNet is located on the top navigation bar of the Columbia State website and is titled "myCN." Clicking on the myCN tab, you will access the login page where you will need to input your username (same name used for your @ColumbiaState email) and password (birthdate + Cs: mmddyyyyCs). If you forgot your username and are unable to find your Acceptance Email, you can click on the link below the login window titled "PVT Username Lookup." You will be required to answer a few questions in order to receive your username information.



# Registering for Classes

Once the student is admitted to Columbia State, they will be able to register for classes.

Before a student can register for a class, the student will need to make sure they pick a class that is required for them to take. Students should consult with their counselor before deciding which Columbia State classes they need to take.

## Catalog

In order to find the right class, find out the code name of the class, and check credit hours for each class, the student can access the college's "Catalog." The catalog can be found on our Columbia State website, by clicking on the "Academics" tab and choosing the "Catalog/ Handbook" link in the dropdown list. Then click the link for the correct academic year and type in the name of the class subject in the search bar located on the top right side of the screen.

## Class Search

In order to find out which class fits with their high school schedule, the student will need to access a link called "Class Search," where they can check the class schedule for each Columbia State class they wish to take.

One way to find the "Class Search" link is through their myChargerNet account. The student needs to log in to myChargerNet with their username and password. Next, click on the "Student" tab on the left side of the screen. In the "Student Services" box on the right, click the "Class Search" icon with the magnifying glass.

The link takes the student to the class search, where they will need to input the semester they applied for and click "Submit." The student then needs to choose the class subject (English, Math, Astronomy, etc.) and hit "Course Search."

Another page opens and the student will need to choose the course based on its full name (English Composition I, College Algebra, Calculus I, etc.). By choosing the course title, the student can see a list of all possible versions of the same class.

# Registering for Classes

## The list shows:

- Unique CRN codes assigned for each class
- Different schedules
- Names of instructors
- Locations and teaching formats
- Possible additional associated fees

Another way to access the “Class Search” link is to go to the Columbia State website and hover over the “Academics” tab in the main navigation bar. A dropdown list will show the “Class Search” link.

Once the right class has been chosen, based on the appropriate timeframe and teaching method/format, the student will need to do the following:

- Access myChargerNet
- Click on the “Student” tab on the left side of the screen
- In the “Registration Tools” box select “Add/Drop Classes”
- Enter the class CRN number in the left empty field at the bottom of the page
- Hit “Submit Changes”

By hitting “Submit Changes,” the student is registered for the class and the class schedule is then shown on the webpage. The student can also process payment in the same Registration Tools module.

## How do I process payment in myChargerNet?

- Log into myChargerNet.
- Go to the “Student” tab.
- First, check that you don’t have any other financial aid requirements and that all of your financial aid awards are showing. You can find these on the “Student” tab. (For further questions on financial aid, email [FinancialAid@ColumbiaState.edu](mailto:FinancialAid@ColumbiaState.edu).)
- Select the “View/Pay Account” button in the “Student Services” box.
- Select “Yes, I will be attending” and follow the prompts given to confirm your classes. Answer “No” if you no longer plan to attend and want to drop your courses.
- If you accidentally answer incorrectly, email [BusinessOffice@ColumbiaState.edu](mailto:BusinessOffice@ColumbiaState.edu) to reset the question.

# Final Grades

Columbia State classes are graded with a letter grade. Please note that the letter grade system affects the cumulative GPA of the student's performance, which consequentially determines future eligibility for DE class attendance and DE Grant application.

The letter grades are:

A (Excellent), B (Good), C (Average), D (Inferior but passing), F (Failure), FA (Failure due to non-attendance/nonparticipation), I (Incomplete), P (Pass), W (Withdrew), AU (not a grade, assigned to official audit), and NR (grade not awarded).

# Dual Enrollment Grant

A student qualifies to receive the Dual Enrollment Grant for one course per semester by meeting the admission requirements of the institution the student plans to attend. There is no minimum GPA required for initial application. However, it is required to maintain a minimum GPA of 2.75 in order to receive continual grants.

To receive funding for up to two additional courses per semester, the student must meet the minimum HOPE Scholarship academic requirements at the time of dual enrollment. A student needs to have a minimum overall GPA of 3.0 to be eligible for the HOPE grant.

Students in Dual Enrollment courses may receive the following:

- Up to \$500 for course 1
- Up to \$500 for course 2
- Up to \$200 for course 3
- No Award for course 4
- Up to \$100 per credit hour for courses 5 - 10

Students may receive Dual Enrollment Grant funding for up to 10 courses over their junior and senior years. Students who receive funding for more than four Dual Enrollment courses will have all amounts awarded for courses five through ten reduced from their Tennessee HOPE Scholarship on a dollar-for-dollar basis.

College courses attempted and the number of years enrolled as a Dual Enrollment student shall not count against the statutory limitations of 120 semester hours or five years for the Tennessee HOPE Scholarship program.

## How to apply for the Dual Enrollment Grant?

In order to receive Dual Enrollment Grant funding, the applicant needs to create a student portal account. In order to do so, the student needs to register on the Tennessee Student Assistance Corporation (TSAC) website.

Apply for the Dual Enrollment Grant here:

<https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html>

This link is also located at the bottom of Columbia State's dual enrollment webpage: [www.ColumbiaState.edu/dual-enrollment](http://www.ColumbiaState.edu/dual-enrollment). The "Dual Enrollment Grant" link leads to the TSAC website.

Click on the link at the top of the TSAC webpage "Application found within the TSAC Student Portal." Once there, scroll down and select the "Register" option where you need to "Create a Login."

When the application for the grant is completed, the enrollment recruiter at Columbia State verifies the grant and assigns the grant amount to the applicant based on the number of classes the student is taking, GPA, and past grant utilization. The Dual Enrollment Grant is assigned to the student after the student is registered for class(es).

Please note that a student needs to renew their Dual Enrollment Grant application every semester.

### **Deadlines for applying for the Dual Enrollment Grant**

Check the deadlines to apply for the DE Grant here: [www.ColumbiaState.edu/dual-enrollment](http://www.ColumbiaState.edu/dual-enrollment)

## **Contacts**

**Williamson Campus:** 615.790.4400 | fax 615.790.4405

[WilliamsonCampus@ColumbiaState.edu](mailto:WilliamsonCampus@ColumbiaState.edu) | 1228 Liberty Pike, Franklin, TN 37067

**Admissions:** 931.540.2790 | fax: 931.560.4125 | [Admissions@ColumbiaState.edu](mailto:Admissions@ColumbiaState.edu)

Stasa Bakliza – Enrollment Recruiter (Williamson Campus) | 615.790.4409

[sbakliza@ColumbiaState.edu](mailto:sbakliza@ColumbiaState.edu)

**Business Services:** 931.540.2530 | fax 931.540.2830 | [BusinessOffice@ColumbiaState.edu](mailto:BusinessOffice@ColumbiaState.edu)

**Financial Aid:** 931.540.8267 | fax 931.540.2793 | [FinancialAid@ColumbiaState.edu](mailto:FinancialAid@ColumbiaState.edu)

**Student Records:** 931.540.2581 | fax 931.560.4125 | [Records@ColumbiaState.edu](mailto:Records@ColumbiaState.edu)

**Evening Services:** 931.540.2862 | [EveningServices@ColumbiaState.edu](mailto:EveningServices@ColumbiaState.edu)

**Student Services:** [StudentServices@ColumbiaState.edu](mailto:StudentServices@ColumbiaState.edu)

**Testing Services:** 615.465.5717 or 615.465.5719 |

[ProctoringWilliamson@ColumbiaState.edu](mailto:ProctoringWilliamson@ColumbiaState.edu)

**Tutoring:** 615.465.5718 or 615.790.5670 | [Tutoring@ColumbiaState.edu](mailto:Tutoring@ColumbiaState.edu)