

# DUAL ENROLLMENT APPLICATION INSTRUCTIONS

*Please follow the instructions below to apply for admission to Northeast State and to apply for the dual enrollment grant. **If you have questions, please call the High School Programs (HSP) Office at 423.354.5186.***

1) Complete your Northeast State Application by going to:

- [www.northeaststate.edu/apply](http://www.northeaststate.edu/apply)
- Select **“Apply for Admission”**
- Select **“First Time User Account Creation”**
- Create a Login ID (letters and numbers) and PIN (6 numbers)
- **Choose #5-High School Dual Enrolled for your Application Type!**
  - **If you are planning to dual enroll in Fall 2022 you will select Fall 2022 as your admission term.**
- You will now be on the application checklist screen. Select **“Name”**, fill in the required information, and click continue to get to the next screens.
- Once you are on the high school code page, please select **“Look up High School Code”** and follow the prompts to find your high school.
- If you have never attended another college, **leave the College Information Page Blank!**
- **Please do not change anything on the Planned Course of Study page**; the page should say “Planned Course of Study: 36) \*Special (Non-Degree) Student\*”.
- At the end of the application after you select **“I agree to the terms”, you are finished with the NE State Admission Application!**

2) Complete your DUAL ENROLLMENT GRANT APPLICATION by going to:

- [www.tn.gov/collegepays](http://www.tn.gov/collegepays)
- Select **“TSAC Student Portal”** in the middle of the page
- Scroll down. Select **“Register”**
- If you are a new student, select **“Create a Log In”**
  - If you are a **returning dual enrollment student**, log in to your account.
- Continue to follow instructions on the screen to set up your TSAC account.
- After creating your account, you will need to log in using the account credentials you just created.
- Once you are logged in, select **“Apply”** in the top left corner of the screen.
- Select **“Dual Enrollment/GIVE Grant Application 2022-2023”**.
- On the bottom of the next page, select **“I understand”** and then **“Dual Enrollment Grant”**.
- **Helpful hints:**
  - Your **Tennessee Residence date is your birthday** if you were born in Tennessee. If you were not born in TN, please provide the approximate date that you moved to Tennessee.
  - You must select **Northeast State Community College as your college** because you will be dual enrolling with Northeast State!

# DUAL ENROLLMENT APPLICATION INSTRUCTIONS

3) You will need to complete the Online Student Consent Form at this link:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=95Hsi2oarE2NWDTPC2EaTl1qPriKJ9Nr5anF\\_aZzp9UOUpsUIM1TTNSUkQ3QU9JMEVPVZaM1Q1NCQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=95Hsi2oarE2NWDTPC2EaTl1qPriKJ9Nr5anF_aZzp9UOUpsUIM1TTNSUkQ3QU9JMEVPVZaM1Q1NCQIQCN0PWcu)

4) Your parent will need to complete the Online Parent Consent Form at this link:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=95Hsi2oarE2NWDTPC2EaTl1qPriKJ9Nr5anF\\_aZzp9URjFVMkI5T0tKVVdET0NRS1pLRFVZV0RNVyQIQCN0PWcu](https://forms.office.com/Pages/ResponsePage.aspx?id=95Hsi2oarE2NWDTPC2EaTl1qPriKJ9Nr5anF_aZzp9URjFVMkI5T0tKVVdET0NRS1pLRFVZV0RNVyQIQCN0PWcu)

5) You also need to provide the following documents prior to your advisement appointment. You will not be registered for any courses until HSP receives the following:

- A copy of your driver's license (*If you do not have a driver's license, please provide a copy of your driver's permit **AND** a copy of your birth certificate. If you do not have a permit, please provide a copy of your birth certificate.*)
- A high school transcript
- A copy of your ACT or SAT scores (*If you have not taken either of these tests, please call our office prior to your appointment to discuss taking the ACCUPLACER Placement test at Northeast State).*

6) If you have previously dual enrolled at a college other than Northeast State, you will need to provide a college transcript of your coursework. Please request to have this transcript sent to:

Northeast State Community College  
ATTN: High School Programs, F103  
2425 Hwy. 75  
P.O. Box 246  
Blountville, TN 37617

If you have previously attended another college and received dual enrollment grant funds, you will have an account on the TSAC website and will be able to log in and apply for the 2022-2023 dual enrollment grant.

## **Scheduling an Advisement Appointment**

Once you have completed the steps above, please go to [www.calendly.com/highschoolprograms](http://www.calendly.com/highschoolprograms) to schedule an advisement appointment with a High School Programs staff member.

## **Questions or Concerns?**

Please call or email Shelby McKenzie at 423.354.5186/[swmckenzie@northeaststate.edu](mailto:swmckenzie@northeaststate.edu), Jacqui Rasnic at 423.354.2586/[jlrascnic@northeaststate.edu](mailto:jlrascnic@northeaststate.edu), or Olivia Orten Wyatt at 423.354.5198/[oaorten@northeaststate.edu](mailto:oaorten@northeaststate.edu).

We look forward to meeting you at your advisement appointment!