Dual Enrollment is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit. Courses will not be expected to count toward the student’s high school diploma unless the student has made prior arrangement with the high school, umbrella school and/or local board of education. THE STUDENT IS RESPONSIBLE FOR OBTAINING VERIFICATION OF TRANSFER CREDIT TO THEIR CHOSEN UNIVERSITY.

APPLICATION CHECKLIST:

(1) Complete the online Application for Admissions:
   - www.nscc.edu/admissions
   - Select Apply to NSCC
   - Select Apply Online
   - Create a first time user account
   - Login
   - Select Dual Enrollment-HS Stu Only as the application type
   - Complete and submit application

(2) Complete and submit Participation Form (attached)
(3) Complete and submit Hepatitis B/Applicant Signature Form (attached)
(4) Submit an official High School Transcript
(5) Submit ACT or SAT scores (PLAN, Aspire or PSAT accepted if no ACT or SAT scores available)*
(6) Apply for the Dual Enrollment Lottery Grant online (www.collegepaystn.com)
(7) If you are 18, submit identification to satisfy the Proof of Citizenship requirement. Acceptable identification: State of TN photo ID, Driver’s License, Social Security Card or Birth Certificate.

Completing the admissions process does not guarantee eligibility to register for college courses. Students must meet the prerequisite requirements for the course(s) they wish to register in.

IMPORTANT INFORMATION:

High School Programs   (615)353-3269   Cookeville Campus (931)520-0551
Business Office   (615)353-3310   Clarksville Campus (931)551-7004
Records   (615)353-3218   Dickson Campus (615)740-5998
Testing Center   (615)353-3564   Southeast Campus (615)780-2760
Waverly Campus   (931)296-1739

Information for Students with Disabilities
If you have a learning or physical disability and want information on the types of services that are available, please call 615-353-3721.

*The COMPASS placement test may be taken as a substitute to ACT scores to meet eligibility requirements for registration into college courses. The Compass test is administered at the Testing Center on any NSCC campus. This exam is used to determine if a student is eligible to take college level courses based on their knowledge in the subjects of Reading, Writing and Math. Compass test scores are only good for admission to NSCC. They cannot be used for admission to any other post-secondary institution. There is no charge for the test.
Dual/Joint Enrollment Participation Form

Please send completed forms to: High School Programs
120 White Bridge Road
Nashville, TN 37209-4515

Student’s Full Legal Name:

___________________________       ___________________________      _________________________
Last     First     Middle

Student Social Security Number:     Date of Birth*:

____  ____  ____ - ____  ____ - ____  ____  ____  ____ _______/_______/_______

*If you are 18, you must submit documentation for proof of citizenship (e.g. Driver’s License, Birth Certificate, etc).

High School:         Year of Graduation:

_____________________________________________  20______

Permanent Home Address:

Number     Street/Apt. #     P.O. Box
___________________________________________________ _____________________________________________
City   State  Zip Code  County  Country (if not U. S. Citizen)
__________________________________________________      ___________________________________________

Email address            Telephone number (please include area code)

To Be Completed by Student:
I understand by becoming a Dual Enrollment student, I must abide by the high school’s and college’s rules and regulations. In the acknowledgement of the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), I give my permission for the High School Programs department at Nashville State Community College to release any information regarding my grades, attendance, academic standing, disciplinary action, financial obligations, or any other aspect of my student life to my parents/legal guardians while I am a Dual Enrollment student. I understand my grades, attendance, and any other academic information will be provided to the high school as part of this agreement.

Student’s Signature       Print Student’s Name       Date

To Be Completed by Parent/Guardian:
I hereby acknowledge the participation of this student in the dual enrollment program at Nashville State Community College. I understand and agree that as the student’s parent/guardian I am fully responsible and promise to pay for all fees and charges related to the student’s Dual Enrollment at Nashville State Community College.

Parent/Guardian’s Signature       Print Parent/Guardian’s Name       Date

To Be Completed by High School Counselor or Administrator:
As an official of the above named high school, I hereby grant permission for the above named student to participate in the dual/joint enrollment program at Nashville State Community College.

Counselor/Administrator’s Signature       Print Counselor/Administrator’s Name       Date

NSCC 34-16. NSCC is a TBR institution, AA/EEO employer, and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by NSCC. Inquiries regarding non-discrimination policies: Director of Human Resources, Human.Resources@nscc.edu, 120 White Bridge Road, 615-353-3305, The Nashville State policy on nondiscrimination can be found at www.nscc.edu/misc/non-discriminationpolicy.
Hepatitis B Immunization Health History Form
All Students Must Complete Top Portion

Name: _____________________________________________ _______________________________________________________________

Date of Birth: ________________________ Social Security Number*: _______-______-________ Phone: (______) ____________

Month/Day/Year

Signature of Student_______________________________________________________________________ Date_________________

(Parent/Guardian must sign if student is under 18)

Application Agreement, Signature and Disclaimer (Please sign in blue or black ink).

If you are accepted as a student at this institution, there are certain performance tests you will be required to take during your academic career. It is a requirement of admission that you agree to take any tests deemed necessary by this institution. In those instances where tests are administered by an external entity, you hereby agree for the result of such tests to be released to that institution. The purpose of this agreement and requirement is to comply with the legislature’s expressed intent that institutions regularly evaluate and improve instruction at all levels. Any test scores obtained under this agreement by Nashville State Community College will be treated with the strictest confidentiality as required by law.

The federal campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. Students may obtain Tennessee Bureau of Investigation (TBI) Sexual Offender of Safety Offender Registration/Monitoring forms in the Office of Safety and Security, Office A-70A.

I understand that withholding information on this application or giving false information may make me ineligible for admission to, or continuation in, Nashville State Community College. Accordingly, I certify that all of the information and statements provided by me on this application are correct and complete. Further, if I am admitted to Nashville State Community College, I agree to abide by the rules and regulations of the institution.

In addition to the forgoing, the Tennessee Eligibility Verification for Entitlements Act requires an applicant for in-state tuition or state financial aid to attest under penalty of perjury that he or she is either a United States citizen or alien lawfully present in the United States. By submitting this application, I am attesting that I am either a United States citizen or alien lawfully present in the United States or I am not requesting any state benefits including in-state tuition.

I understand that this attestation is required by Tennessee law if I have applied for a state public benefit. I understand that Tennessee law requires me to provide documentation verifying the status indicated above prior to receipt of this state public benefit. I understand that knowingly and willfully making a false, fictitious, or fraudulent statement or representation shall subject me to liability under the Tennessee False Claims Act, Tennessee Code Annotated 4-18-101 et seq. I understand that if I am found to have made a false or misleading statement, my state public benefits may be rescinded or I may be disciplined by the college.

Signature of Student________________________________________ Date_________________

120 White Bridge Road * Nashville, TN 37209 * 615-353-3333 * 1-800-272-7363 * www.nscc.edu * A Tennessee Board of Regents College

NSCC 34-16. NSCC is a TBR institution, AA/EEO employer, and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by NSCC. Inquiries regarding non-discrimination policies: Director of Human Resources, HumanResources@nscc.edu, 120 White Bridge Road, 615-353-3305. The Nashville State policy on nondiscrimination can be found at www.nscc.edu/nscc/nondiscriminationpolicy. Printer: NSCC Copy Center 120 White Bridge Rd Nashville, TN 37209 Quantity: 5000, © 2016, NSCC.