

**UF** MARTIN

# DUAL ENROLLMENT HANDBOOK



**SOAR** to new heights!

# Table of contents

|  |       |
|--|-------|
| Welcome.....                                 | 3     |
| UTM Dual Enrollment Web Address.....         | 3     |
| Eligibility.....                             | 3     |
| Dual Enrollment Staff.....                   | 3     |
| Financial Aid.....                           | 4-5   |
| Tennessee Dual Enrollment Grant              |       |
| UTM Dual Advantage Scholarship               |       |
| Fee Waivers                                  |       |
| Payment Plans                                |       |
| Course Schedules.....                        | 5     |
| Important Dates.....                         | 5     |
| Application Process.....                     | 6     |
| My UTMartin Portal.....                      | 7     |
| Communications.....                          | 8     |
| UT Martin Email                              |       |
| Social Media                                 |       |
| Dropping a Class.....                        | 8     |
| Course Evaluations.....                      | 8     |
| Campus Services.....                         | 8-9   |
| Paul Meek Library                            |       |
| Office of Disability Services                |       |
| Skyhawk Card Office                          |       |
| UTM Bookstore                                |       |
| UTM Help Desk                                |       |
| Student Resources.....                       | 9-10  |
| ACT Prep for High School Juniors and Seniors |       |
| Dual Enrollment Orientation Course           |       |
| GPA Calculator                               |       |
| Microsoft Office 365                         |       |
| STEM Lab Tutoring                            |       |
| Supplemental Instruction                     |       |
| Supplemental Resources in Canvas             |       |
| Tutor.com                                    |       |
| UTM Math Lab                                 |       |
| UTM Writing Center                           |       |
| Frequently Asked Questions.....              | 10-11 |
| Student Checklist.....                       | 12    |

# WELCOME to the UT Martin Dual Enrollment Program

Dual enrollment provides high school students the opportunity to earn college level coursework while simultaneously completing requirements for high school graduation. UT Martin dual enrollment courses offer high quality academics backed by the strength of the UT System.

Students enrolled in the UT Martin Dual Enrollment Program are considered college students subject to the rules, regulations and policies of the university. Dual enrollment courses are conducted at a university level appropriate for traditional students with academic rigor and expectations appropriate for the instructional level. For more information, a link to the UT Martin Standard of Conduct is located at <https://www.utm.edu/offices-and-services/student-conduct/>.

**UTM DUAL ENROLLMENT WEBPAGE: [utm.edu/dual](https://www.utm.edu/dual)**

## Eligibility

To be eligible for the UT Martin Dual Enrollment Program, the student must:

- Be a junior or senior in high school AND
- Have a cumulative 3.0 unweighted high school GPA AND
- Have counselor approval AND
- Have parent/legal guardian approval.

## Dual Enrollment contact

dualenrollment@utm.edu

(731) 881-7853

538 University Street | 110 Gooch Hall | Martin, TN 38238

# Financial Aid

## **Tennessee Dual Enrollment Grant**

The Tennessee Dual Enrollment Grant (TN DEG) is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation (TSAC). The program provides opportunities for students to begin working toward a college degree while pursuing a high school diploma. This grant provides \$582.75 for the first thru fifth course and \$300 for the sixth thru tenth course. Eligible students can use the grants for lower division (100/200 level) postsecondary degree-seeking courses. For more information on this grant, please visit <https://www.collegefortn.org/dualenrollment>.

To be eligible for the TN DEG at UT Martin, the student must be a Tennessee resident for one year prior to enrollment, be a junior or senior (as classified by the student's high school), have a cumulative 3.0 unweighted high school GPA, high school counselor approval, and parent/legal guardian approval. To remain eligible for the grant, the student must maintain a cumulative 2.0 college GPA. If the student's cumulative college GPA drops below 2.0, the student is no longer eligible for the grant.

Students interested in using the TN DEG to assist with payment of dual enrollment tuition must submit a TN DEG Application for the academic year by the deadline for the term. The deadline for fall applications is September 15th, spring applications is February 1st, and summer applications is May 15th. One application is submitted generating applications for all three terms.

## **UTM Dual Advantage Scholarship**

The UTM Dual Advantage Scholarship (UTM DAS) is internally funded by UT Martin. This scholarship works in conjunction with the Tennessee Dual Enrollment Grant. Eligible students can use up to five scholarships, with a maximum of three scholarships per term. For more information on this scholarship, please contact the Dual Enrollment Office.

**Eligible students may enroll in three courses per term. However, the Dual Enrollment Office strongly encourages first-time dual enrollment students to enroll in only two courses their first term as our priority is the student's academic success. There are distinct differences between high school and college level classes and limiting the student's first semester to two courses will allow time for adjustment to college level instruction.**

If the student is eligible for the TN DEG, they are automatically eligible for the UTM DAS (no additional application is required). If the student's cumulative college GPA drops below 2.0, they are permanently ineligible for both the TN DEG and the UTM DAS scholarship and will no longer be eligible for the dual enrollment program.

## **Fee Waivers**

UT System employees, Tennessee Board of Regents employees, Tennessee state employees, and Tennessee (Public) school employees are eligible for fee waiver discounts. The employee is responsible for obtaining a fee waiver from his or her employer, completing the form and submitting it to UT Martin. Fee waivers are term specific and must be submitted before each term. Fee waivers are applied to the student's account before the TN DEG and UTM DAS. Fee Waivers may be scanned and emailed to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).

# Financial Aid

## Payment Plans

The Bursar's Office offers a payment plan for students responsible for payment of tuition. For more information, please visit <https://www.utm.edu/offices-and-services/office-of-bursar/set-up-a-payment-plan.php>.

# Course Schedules

Dual enrollment courses are taught by full-time faculty members or adjunct instructors meeting Southern Association of Colleges and Schools (SACS) faculty qualification guidelines. Dual enrollment courses are offered at participating high schools in Tennessee, as well as the UT Martin Main Campus, Parsons Center, Ripley Center, Selmer Center, Somerville Center, and online. Dual enrollment course schedules are located at <https://www.utm.edu/academics/dual-enrollment/dual-enrollment-courses.php>.

# Important Dates

Important dates for the upcoming term are located at <https://www.utm.edu/academics/dual-enrollment/important-dates.php>. Dates include the application/registration window, first day of classes, late registration period, last day to drop with no record of enrollment, mid-term progress report date, last day to drop with a "W", last day of classes, final exams, and final grades.





# Application Process

To begin the application process, go to the [utm.edu/dual](http://utm.edu/dual). Review the “Important Dates” and “Important Information” tabs, then go to the “Apply Now” tab, read the Application and Registration Instructions, and complete the following steps:

**Step 1:** Submit a **UTM Dual Enrollment Application** for the upcoming term. The application is term specific and must be submitted before each semester.

**Step 2:** Submit a **Tennessee Dual Enrollment Grant Application** for the academic year by the deadline for the term of enrollment. For assistance with the TN DEG Application, please contact TSAC Customer Service at (800) 342-1663.

- Complete a **Dual Enrollment Program Consent Form** before the first day of class of the first term of enrollment (required one time only). Electronic signatures will not be accepted. Forms are located on the Dual Enrollment webpage and can be scanned and emailed to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).
- Students turning 18 during the upcoming term of enrollment will need to submit a copy of their valid driver’s license, official birth certificate or valid passport as required by the Eligibility Verification for Entitlement’s Act. Documentation can be scanned and emailed to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).
- Students who have previously taken dual enrollment courses with another institution prior to the upcoming term must request an official transcript be sent directly to the UT Martin Dual Enrollment coordinator, 538 University Street, 110 Gooch Hall, Martin, TN 38238, as required to determine continued eligibility for the TN DEC and UTM DAS.

The application must process through the high school counselor (or homeschool association), the Dual Enrollment Office, and Admissions. Please note, fall applications require a high school transcript from the prior academic year during counselor processing. When the application process is complete, the student will receive a “Ready to Register” email from *Future Now* providing login information and registration instructions. The email notification is sent to the email address the student listed on the application and may appear in the spam or junk folder.

**Step 3:** Using the information provided in the “Ready to Register” email, the student will login to his or her My UTMartin Portal and register for his or her dual enrollment course(s).

**Step 4:** Pay fees (if applicable) and purchase or rent required course materials.



# My UTMartin Portal

My UTMartin Portal is a single sign-on portal providing students with a convenient way to access Banner, Canvas, UT Martin email, and other campus resources.

**Students unable to login to the My UTMartin Portal at any time will need to contact the UT Martin Help Desk directly at (731) 881-7900 for assistance.**

Default username and password are as follows:

*Username:* The username is the student's NetID. To locate the student's NetID, go to <https://ds.utk.edu>, type in the student's first and last name in the search bar then select "Search". The student's NetID (username) will appear in the contact card below.

*Password:* The student's password is a combination of the first three letters of the student's birth month, birth year, and the last 4 digits of the student's Social Security number. The first letter of the student's birth month is capitalized. Pound signs (#) separate the birth month and birth year and the birth year and last 4 digits of the Social.last 4 digits of the Social.

**Example:** Name: John A. Smith      SSN: 123-45-6789      DOB: January 2003  
Username: Your NetID      Password: Jan#2003#6789

## **To login to My UTMartin:**

- Go to [utm.edu](http://utm.edu)
- Click on the menu bars in the upper right corner.
- Click on "My UTMartin."
- Enter username and password.
- Click on "Sign In."

## **To register for a course:**

- Login to the My UTMartin Portal.
- Click on "Banner Self-Service."
- Click on "Students."
- Click on "Registration."
- Click on "Add/Drop Classes."
- Select the term, then click on "Submit."
- Enter the dual enrollment course number(s) in the box(es) at the bottom of the page.
- Click on "Submit."

## **To locate required course materials:**

- Login to the My UTMartin Portal.
- Click on "Banner Self-Service."
- Click on "Students."
- Click on "Registration."
- Click on "Order Textbooks Online."
- Click on "Go to Bookstore Website."

## **To locate Student ID #:**

- Login to the My UTMartin Portal.
- The Student ID # is the 9-digit number that appears under your account profile beside "Net ID."

## **To access UT Martin email:**

- Login to the My UTMartin Portal.
- Click on "Apps."
- Click on "Gmail."

## **To access Canvas:**

- Login to the My UTMartin Portal, then click on "Canvas" OR
- Go to <https://utm.instructure.com> and login using the My UTMartin Portal username and password.

## **To make an online payment:**

- Login to the My UTMartin Portal.
- Click on "Make a Payment."

## **To access grades:**

- Login to the My UTMartin Portal.
- Click on "Banner Self-Service."
- Click on "Students."
- Click on "Student Records."
- Click on "Final Grades."
- Select the term, then click on "Submit."

# Communications

## **UT Martin Email**

The student UT Martin email address is [username@ut.utm.edu](mailto:username@ut.utm.edu) (same username as My UTMartin Portal). Student email is accessed through the My UTMartin Portal. Students need to check their UT Martin email regularly, as faculty and staff will use this email address exclusively to communicate with students.

## **Social Media**

Follow “UT Martin Dual Enrollment” on Facebook and “utmartin\_dualenrollment” on Instagram.

# Drop Process

Students must contact the Dual Enrollment Office to drop a course. Students dropping a course after the last day to drop with no record of enrollment must pay a \$50 drop fee per course and will receive a “W” for the course on their transcript.

# Course Evaluations

Course evaluations are sent to the student’s UT Martin email address during the last week of classes. Students will receive periodic reminders to complete the evaluations until the evaluation has been submitted. Student participation is invaluable as it provides feedback on the instructor and the course and assists UT Martin with determining future needs.

# Campus Services

## **Paul Meek Library**

The Paul Meek Library provides resources and services to dual enrollment students. Research, databases and news sources can be accessed online. For more information, please visit <https://www.utm.edu/library/>.

## **Office of Disability Services**

The Office of Disability Services develops and implements services for students with disabilities that allow for equal access to higher education. Dual enrollment students with an Individualized Education Program (IEP) need to contact the Office of Disability Services directly at (731) 881-7605 for assistance.

## **Skyhawk Card Office**

The Skyhawk Card is used for identification as a UTM student and provides access to academic buildings, campus services, and sporting events. The Skyhawk Card remains the property of the University of Tennessee and is governed by all its rules and regulations. To obtain a Skyhawk Card, please submit a Skyhawk ID Card Request Form, located on the Dual Enrollment webpage, then contact the Bursar’s Office at (731) 881-7810 to request the card to be delivered via the US Postal Service.



# Campus Services

## **UTM Bookstore**

The UTM Bookstore supplies course materials and textbooks for all dual enrollment courses and carries a wide variety of apparel, gifts, and accessories. The UTM Bookstore is located on the UT Martin campus but offers online retail as well. Students can visit the UTM Bookstore online at [utm.bncollege.com](http://utm.bncollege.com).

## **UTM Help Desk**

The UTM Help Desk provides support for computer hardware and software, email and collaboration services, teaching and learning management systems, and account and access management. Students experiencing issues in any of these areas may contact the Help Desk at (731)881-7900.

# Student Resources

## **ACT Prep for High School Juniors and Seniors**

UT Martin Non-Degree Programs offers an ACT Prep Course providing quick tips and tricks to boost ACT scores, crucial time-saving tips, effective study habits, and strategies to maintain focus during the exam. For more information, please visit <https://www.utm.edu/offices-and-services/office-of-university-outreach/>.

## **GPA Calculator**

Students can calculate their cumulative college GPA by visiting: <https://www.utm.edu/offices-and-services/academic-records/gpa-calculator.php>.

## **Microsoft Office 365**

Due to the university's enterprise agreement with Microsoft, dual enrollment students are able to download and install Microsoft Office 365 desktop applications at no additional cost. Applications include Word, Excel, PowerPoint, Outlook, and OneNote. Eligible students can download applications on up to 5 devices (PC, Mac, and/or mobile device). For more information, please contact the UT Martin Help Desk at (731) 881-7900.

## **STEM Lab Tutoring**

STEM tutoring is led by student leaders knowledgeable in STEM subject areas. The STEM Lab Tutoring schedule is made available to dual enrollment students at the beginning of each semester.

## **Supplemental Instruction**

Supplemental instruction is offered to small groups led by student leaders. In many cases, SI leaders attend class along with students then hold tutoring sessions outside of class to review the material that was covered. The Supplemental Instruction schedule is made available to dual enrollment students at the beginning of each semester.

## **Supplemental Resources in Canvas**

Dual Enrollment offers support through a Supplemental Composition & Writing Course and Math Tutorial available in Canvas.

# Student Resources

## UTM Math Lab

Students can seek help in any dual enrollment math course taught at UTM in the Mathematics Learning Center. The Math Lab is located on the UT Martin campus in the Humanities Building. For additional information, students may visit <https://www.utm.edu/offices-and-services/mathematics-learning-center/>.

## UTM Writing Center

At the Writing Center, students receive one-on-one assistance with classroom presentations and guidance with any stage of the writing process. Students may submit questions about grammar and writing by sending an email addressed to [owl@utm.edu](mailto:owl@utm.edu).

# Frequently Asked Questions

- 1. What is the Family Educational Rights and Privacy Act?** The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student educational records. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. While the rights under FERPA belong to the parents with respect to high school records, they belong to the student with respect to postsecondary records. For more information, please visit: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.
- 2. Is a Dual Enrollment Program Consent Form required?** All students participating in the UT Martin Dual Enrollment Program must submit a completed **Dual Enrollment Program Consent Form** before the first day of class of the first term of enrollment. Only one form is required for each student for the duration of enrollment in the program. Please note all highlighted fields must be completed, at least one parent name is required to be listed in the "Student Authorization to Disclose Academic Information" section, and both student and parents are required to sign the form (electronic signatures will not be accepted). Forms can be scanned and emailed to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).
- 3. Is a UTM Consortium Agreement required?** The online form is required to be submitted only by those students who listed UT Martin on their TN DEG Application for the term AND plan to take a second or third course with another institution during the same term (UT Martin is the "Home" institution; the other institution is the "Host" institution). If the student listed another institution on their TN DEG Application for the term and is also taking a course with UT Martin, they will need to submit a consortium agreement for the listed institution.
- 4. What if the student is interested in taking a 4th dual enrollment course during the term?** As student success is the goal of the UT Martin Dual Enrollment Program, students interested in taking a 4th course in any given term must first receive approval to do so. If approved, the student would be responsible for tuition for the 4th course. Please contact the Dual Enrollment Coordinator to request approval to take a 4th course.
- 5. Do the grant/scholarship cover required course materials?** The grant/scholarship cover dual enrollment tuition only. Students are responsible for purchasing or renting required course materials.
- 6. Where are online courses conducted?** Canvas is the platform used by UT Martin for online course delivery; however, all instructors may use Canvas as a learning management tool. Canvas allows students to communicate with the instructor, keep track of due dates, view and submit assignments, check grades, etc.

# Frequently Asked Questions

7. **What if a student account is “Not Confirmed”?** Confirmation has to do with the student account balance and does not affect the student’s ability to begin their course(s) on the first day of class. An account is not confirmed until it is either paid in full or manually confirmed. The Dual Enrollment Office has until 5 p.m. on the last purge date for the term to post all TN DEGs and UTM DASs to student accounts or confirm those accounts expecting payment at a later date from another institution. As long as the student is eligible for the TN DEG and UTM DAS, parents/students can disregard the “Not Confirmed” status on the student account.
8. **Why would a student eligible for the Tennessee Dual Enrollment Grant/UTM Dual Advantage Scholarship receive a UTM Billing Statement?** Tuition is assessed to a student’s account when he or she register for a course. The Bursar’s Office sends statements each month for any student who has a balance on their account. The Bursar’s Office does not track which students are expecting financial aid and which are not, so statements are sent each month for any student with an account balance. All grants/scholarships must be posted to student accounts no later than 5 p.m. on the last purge date for the term. As long as the student is eligible for the TN DEG and UTM DAS, parents/students can disregard any billing statement(s) the student may receive.
9. **What is the Eligibility Verification for Entitlements Act?** The Eligibility Verification for Entitlement Act (EVEA) requires state public institutions of higher education to verify that anyone seeking a “state public benefit” is a United States citizen or otherwise lawfully present in the US. Any student turning 18 during the term of enrollment will need to submit a copy of his or her valid driver’s license, official birth certificate or valid passport as proof of citizenship required by the State of Tennessee by anyone receiving financial aid (i.e., the Tennessee Dual Enrollment Grant). Documentation can be scanned and emailed to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).
10. **Will UT Martin dual enrollment coursework transfer to other institutions?** In most cases, yes. If the student plans to enroll in an institution other than UT Martin, it is the student’s responsibility to check with the institution regarding transferability of UT Martin coursework. A link to the UT Martin Transfer Equivalency Table is located on [utm.edu/dual](http://utm.edu/dual).
11. **How does a dual enrollment student transfer coursework to another institution?** Dual enrollment students must request UT Martin official transcripts in the same manner as traditional students. There is a \$5 charge for each request. Transcripts can be requested in any of the following methods:
  - Appear in person at the Office of Academic Records and complete a *Transcript Request Form* (form is located on [utm.edu/dual](http://utm.edu/dual)). If there are no holds on the student account or no balance due, the student must go to the Bursar’s Office to pay the transcript fee.
  - Mail a *Transcript Request Form* with a check or money order to the Office of Academic Records, UT Martin, 554 University Street, 103 Administration Building, Martin, TN 38238.
  - Go to [www.getmytranscript.com](http://www.getmytranscript.com) and request a transcript online (additional processing fees apply).
12. **What is IRS Form 1098-T Tuition Statement?** As required by the Internal Revenue Service (IRS), eligible educational institutions file Form 1098-T for each student enrolled and for whom a reportable transaction is made. The student or person eligible to claim the student as a dependent may be able to claim an education credit on IRS Form 1040. Form 1098-T is required to support any claim for an education credit. For more information, please consult a tax advisor.

# student checklist

## APPLICATION PROCESS:



### UTM Dual Enrollment Application

Submit an application online for the term.



### Tennessee Dual Enrollment Grant Application

Submit an application online for the academic year.



### Consortium Agreement

If you will be taking a course with two or more institutions during the term, you must complete a consortium agreement for the institution listed on your Tennessee Dual Enrollment Grant Application for the term.



### Dual Enrollment Program Consent Form

If you are a new student participating in the program, complete a consent form with a parent and submit it to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu). Electronic signature will not be accepted.



### EVEA Verification

If you will be turning 18 during the term, send a copy of your driver's license, official birth certificate, or valid passport to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).



### Official Transcript from Previous Institution

If you have previously taken a course at another institution, request an official transcript be sent directly to the UTM Dual Enrollment Coordinator at 538 University Street, 110 Gooch Hall, Martin, TN 38238.

## AFTER YOU RECEIVE YOUR "READY TO REGISTER" EMAIL NOTIFICATION:



### Register for Course(s)

Register for your course(s) using instructions in your "Ready to Register" email notification from *Future Now*.



### Sign Up for Duo Two-Factor Authentication

Install DUO on your Smartphone or request a token. Instructions for downloading the software can be found at:

<https://utm.teamdynamix.com/TDCClient/2421/ITS-Portal/KB/ArticleDet?ID=131009>



### Purchase/Rent Required Course Materials

Required course materials can be found at <https://utm.bncollege.com/>.



## DUAL ENROLLMENT PROGRAM

The University of Tennessee is an EEO/AA/Title VI/Title IX/ Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 303 Administration Building, Martin, TN 38238, (731) 881-3505 Office, (731) 881-4889 TTY, Hearing Impaired, (731) 881-3507 Fax, [equityanddiversity@utm.edu](mailto:equityanddiversity@utm.edu), <http://www.utm.edu/departments/equalopp/>. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicsafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at [http://www.utm.edu/webshare/consumer\\_docs/09-10%20D&E-EADA%20Report.pdf](http://www.utm.edu/webshare/consumer_docs/09-10%20D&E-EADA%20Report.pdf) and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. E05-2311-002-016-25