

Returning Dual Student

Start Now...



Get Ahead!

*The Dual Enrollment program makes it possible for you to earn college credits and get a head start on your college degree.*



*Dual Enrollment at Cleveland State Community College*



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Follow us on Twitter @CSCC\_Dual



**INCOMPLETE REGISTRATION  
PACKETS WILL NOT BE ACCEPTED**

# Check List for Registration

## IMPORTANT!

Problems with CougarNet Accounts: If you have a problem logging in or have forgotten your user name or password, call the help desk at 1-800-604-2722, ext. 210 or 423-472-7141, ext. 210.

## Dual Enrollment Returning Student

- Copy of any updated ACT, SAT, ACT Plan or PSAT Scores (*if necessary*).
- To Qualify for the **Lottery Dual Enrollment Grant (DEG)** as a returning student, you must have a 2.75 college GPA. If you did not maintain a 2.75 college GPA during the term you received the DEG, then you are ineligible.
- Lottery Grant Confirmation Signature Sheet:** You have to choose one of the options:
  1. You have completed the online lottery registration and wish to have one or two courses credited.
  2. You do not want the lottery.
  3. You have used your lottery at another college.

Choose one option, sign, provide Social Security Number and Date. You will not be credited any lottery money if this form is not completed (Social Security Number is required by the state for lottery grant). If the state website has given a prompt that you have reached four courses and are now borrowing against your HOPE, you must print, sign and turn in that form with this packet as well.

### Lottery Grant Eligibility

High School juniors and seniors may receive the Lottery Dual Enrollment Grant (DEG) which will pay towards the balance of one course per semester. To qualify for the additional course coverage towards the balance of two courses, students must meet the current Hope Scholarship criteria of a 3.0 high school GPA or cumulative ACT score of 21 or higher. Home school students qualify by 21 ACT only. To receive the DEG, students must complete the online registration prior to turning in tier application packet, and renew it each semester or academic term.

**Students who receive the DEG amount for more than four (4) dual enrollment courses over the junior and senior years (\$1200 total) will have the amount**

reduced from their HOPE Scholarship on a dollar for dollar basis. College courses attempted and the years enrolled as a dual enrollment students shall not count against the 120 semester hours and five years limitation. For more information, and for the DEG application, please visit <http://www.tn.gov/collegepays>.

To be eligible for a dual enrollment grant for any semester beyond the first semester of receipt, the student shall continue to meet all eligibility requirements for the grant and shall achieve a cumulative grade point average of 2.75 for all postsecondary courses attempted while participating in the Dual Enrollment Grant program.

- Lottery Registration:** List Cleveland State as the college when registering. The question is referring to the college for your dual enrollment class **Not** where you are going after graduation. If you put the wrong school, the only way to fix this problem is to contact the Lottery Call Center. Do this right away because it will delay payment! For help with registering or any problem, call the Lottery Call Center at 1-800-342-1663.
- Read, understand, and sign where necessary regarding **Authorization to Disclose Academic Information to Parents**, the section about **Lab Fees** and **How to Set Up your CougarNet Account**.
- Fill out the **Course Registration Form** completely with your name, address, social security number, email address, and phone numbers. Indicate what high school, private, or home school that you attend. Fill in the class or classes you want to take with all required numbers, class names, the location of your class, and if you are using the lottery. Indicate at the top of the page that you are a returning student.
- Need-Based Scholarships:** (*included in packet*) If you qualify, be sure to include proper documentation to be considered. Please return all documents with completed packet.
- State of TN Employee Discount Form:** (*included in packet*) Must be completely filled out including signatures from student, parent and employer. Please return with completed packet.

## Lab Fees

- Any required Lab Fees (ex: Math Lab Fee) should be paid by the deadline listed on the next page in the chart, or you can refer to the website under Dual Studies link. If not paid by the deadline, a hold will be put on your account and you will not receive a final grade for classes and you cannot request that your transcripts be sent to another institution.
- **These fees are** your responsibility to pay.

## How to set-up CougarNet Accounts:

In order to determine your CougarNet username you'll need to search for it using your student ID number and birthday.

1. Go to the Cleveland State website and click on the CougarNet Link.
2. Click "**what's my username**" at the bottom of the CougarNet login screen.
3. Fill out your student ID number and birth date.
4. Click "**Search.**"
5. You should now see your CougarNet username. Your default password is your six-digit birthday. For examples, if you were born on July 14, 1985, your password would be 071485.

**What ACT Scores are needed to take the following classes for Dual Enrollment:** *Dual Students may take any course in our schedule they qualify for and are approved by their high school to take.*

### English

|                 |                                |
|-----------------|--------------------------------|
| Composition I:  | English 18                     |
| Composition II: | Grade of C or higher in Comp I |

### Humanities/Social Sciences

|                   |                           |
|-------------------|---------------------------|
| Public Speaking:  | English 18 and Reading 19 |
| Psychology:       | English 18 and Reading 19 |
| American History: | Reading 19                |

### Science

|                         |   |
|-------------------------|---|
| Anatomy & Physiology I  | English 18 and Reading 19                 |
| Anatomy & Physiology II | Grade of C or higher in A&P I             |
| Biology Course I:       | English 18 and Reading 19                 |
| Biology Course II:      | Grade of C or higher in Biology I courses |
| General Chemistry I:    | English 18, Math 19 and Reading 19        |
| General Chemistry II:   | Grade of C or higher in General Chemistry |

### Math

|                        |  |
|------------------------|--|
| 19 ACT                 | Intro to Statistics - College Algebra and Pre-Calculus                     |
| 22 ACT                 | Basic Calculus I   |
| Bridge 1-24 completed: | Able to take Intro to Statistics   |
| Bridge 1-34 completed: | Able to take College Algebra, Pre Cal I and II, Basic Calculus, Calculus I |

\* If students do not meet the ACT requirements above, they may "challenge" by taking the COMPASS test at Cleveland State campus and paying a \$20 testing fee. For more information, contact the Dual Enrollment office at (423) 614-8734.

# How to pay

## Check your CougarNet account for balance of tuition/fees and credits.

If balance of fees are not paid by the deadline, the student will be dropped from all classes in which they were enrolled. Cleveland State is promoting the opportunity for students to be able to take one Dual Enrollment course per semester tuition-free whether it is paid by Dual Lottery Grant, Cleveland State or a combination of both.

## Options for payment

- **In person:** Tuition balances can be paid at any of our three campus locations (*Cleveland, Athens or Monroe County*). The Athens Center and Monroe County Center ***DO NOT*** take cash.
- **Online:** Pay with a credit card online through your CougarNet account.
- **Payment Plans:** A dual enrollment student may choose to pay his or her balance of tuition in multiple payments. To review the payment plan options, students should log in to CougarNet and select the "My Account" tab, then "Account Balance," and then "Pay Now." Be sure to follow deadlines.
- **CougarNet Accounts:** A **HOLD** will show on your account. Therefore, to add or drop a class **you** must contact the Dual Enrollment Office at 423-614-8743 or 423-614-8734.

## Deadlines: Dual Registration Schedule

|   | Fall 2016  | Spring 2017  |
|---|--|--|
| Dual Registration Packet/Forms                    | August 19  | January 13   |
| Need Based Scholarship Applications               | August 19  |  |
| Public Higher Education Fee Teacher Discount Form | August 19  |  |
| Set-up Deferred Payment Plan                      | 4 Pay Plan July 11 – August 11<br>3 Pay Plan July 11 – September 9 | 4 Pay Plan November – January<br>3 Pay Plan November – January |
| Pay Dual Balance of Tuition and Fees              | August 29 – September 5  | January - January  |

# Dual Enrollment Grant **LOTTERY** *Signature Sheet*

High School Juniors and Seniors may receive the following Lottery Dual Enrollment Grant (DEG) amounts: \$500 for the first course, \$500 for the second course, \$200 for the third course, and \$0 for the fourth course.

Students must complete the online application at [www.collegepaystn.com](http://www.collegepaystn.com) to receive the DEG.

To qualify for the DEG to pay towards the balance of two courses in a single semester, students must meet the current Hope Scholarship criteria of a 3.0 high school GPA or composite ACT score of 21 or higher. Home School students qualify by 21 ACT only.

**Students who receive the DEG amount for more than four (4) dual enrollment courses over the junior and senior years (\$1200 total) will have the amount reduced from their HOPE Scholarship on a dollar for dollar basis. For more information, and for the DEG application, please visit <http://www.tn.gov/collegepays>. Continuation requirements (2.75 College GPA) are the same for all DEG students.**

## Lottery Grant: *(Choose the one that applies to you)*

- **I have completed the online lottery DEG application** naming Cleveland State as the school listed to receive the lottery grant money. My signature below confirms that I would like Cleveland State to credit my account for the DEG grant money that I am applying for online and Cleveland State to receive.
  - Please credit my account towards the balance of one class.
  - Please credit my account towards the balance of two classes. I understand that using DEG money beyond four courses I will be borrowing against my HOPE Scholarship.

**\* After CSCC credits the DEG money you may still have a balance. Check your CougarNet Account for the balance and pay by the specified deadline on the website under admissions/dual studies link or you will be dropped from your classes. If you fail to register online for DEG by the deadline you will owe CSCC the money that was credited and you will receive a bill later and be expected to pay back that amount.**

Signature: \_\_\_\_\_ SS#: \_\_\_\_\_ Date: \_\_\_\_\_

- **I do not want the lottery.** I understand that the full amount will be billed to my account. Your balance is due by the date indicated on the website under admissions/dual studies link, and if it is not paid by that date you will be dropped from your classes.

Signature: \_\_\_\_\_ SS#: \_\_\_\_\_ Date: \_\_\_\_\_

- **I have used my lottery grant at another school** and understand that the full amount will be billed to my account. Your balance is due by the date indicated on the website under admissions/dual studies link and if it is not paid by that date you will be dropped from your classes.

Signature: \_\_\_\_\_ SS#: \_\_\_\_\_ Date: \_\_\_\_\_

## Authorization to Disclose Academic Information to Parents

- In accordance with FERPA, the College will disclose to parents or guardians information from academic records of a student provided the college has, on file, the written consent of the student. Please sign below if you consent for the College to release your educational records to your parents. Return this form with your required registration form.

Signature: \_\_\_\_\_ SS#: \_\_\_\_\_ Date: \_\_\_\_\_

Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

## DUAL ENROLLMENT REGISTRATION FORM

New  Returning

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

What high school, private school, or home school do you attend? \_\_\_\_\_ Graduation Date: \_\_\_\_\_

| CRN                                     | DEPT  | COURSE | SECTION | COURSE TITLE | CREDIT HRS        | DAYS & TIMES | CLASS LOCATION     | ARE YOU USING YOUR LOTTERY AT CSCC? |           |
|---|-------|--------|---------|--------------|-------------------|--------------|--------------------|-------------------------------------|-----------|
| <i>Examples of required information</i> |       |        |         |              |                   |              |                    |                                     |           |
|   | 50014 | BIOL   | 1110    | 101          | General Biology I | 3            | MTWRF<br>8:00-8:55 | HIGH SCHOOL OR<br>CSCC              | YES OR NO |
| 1                                       |       |        |         |              |                   |              |                    |                                     |           |
| 2                                       |       |        |         |              |                   |              |                    |                                     |           |
| 3                                       |       |        |         |              |                   |              |                    |                                     |           |
| 4                                       |       |        |         |              |                   |              |                    |                                     |           |

### IMPORTANT! PLEASE READ

All dual students have a **HOLD** on their CougarNet account. Therefore, to add or drop a class you must contact the Dual Enrollment Office at 423-614-8734 or 423-614-8743.

**To apply for the Lottery Grant go to:** <https://www.tn.gov/collegepays>. Students must complete this online application prior to registering for courses **You must apply online every semester for the Lottery Grant.** If you experience any difficulty applying, contact the Lottery Call Center at 1-800-342-1663.

**Tuition Balance:** Payments can be made with a credit card on your CougarNet account, or by phone at 1-800-604-2722, ext 238 or 290. Payments by cash or check can be made at any Cleveland State campus. Check the website (*Admission/Dual Studies page*) for dates your tuition and fees are due or refer to page 3 of this registration packet.

**NOTE: This Registration packet must be COMPLETE with all necessary copies, forms and signatures to BE REGISTERED FOR CLASSES.**

STUDENT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Use Pen Only! DO NOT use a pencil**



# Cleveland State

COMMUNITY COLLEGE  
Enrollment Services Center

3535 Adkisson Drive • Cleveland, TN 37320  
Phone: (423) 473-2310 • Fax: (423) 614-8711  
admissions@clevelandstatecc.edu

Public Higher Education

# Fee Discount

for Children of Licensed Public School Teachers and State Employees

HIGHER EDUCATION INSTITUTION: \_\_\_\_\_

TERM (check one)     Fall                       Spring                       Summer     Other: \_\_\_\_\_                      Year: \_\_\_\_\_

## STUDENT INFORMATION

Full Name of Student: \_\_\_\_\_                      DOB: \_\_\_\_\_                      Social Security: \_\_\_\_\_

Address: \_\_\_\_\_                      City/State/Zip: \_\_\_\_\_

Relation to Employee: (check one)

- Natural or Legally adopted Child
- Employer's Stepchild Living with Employee in a Parent/Child Relationship
- Other Individual Living in Parent/Child Relationship with the Employee

Explain: \_\_\_\_\_

\_\_\_\_\_

## TEACHER/EMPLOYEE INFORMATION (If currently employed, must be employed full-time.)

Employment Status: (check one)

- Licensed Public School Teacher
- Retired State Employee
- State Employee
- Deceased State Employee

Full Name: \_\_\_\_\_                      Social Security: \_\_\_\_\_

Address: \_\_\_\_\_                      City/State/Zip: \_\_\_\_\_                      Phone: \_\_\_\_\_

Employer: \_\_\_\_\_                      Phone: \_\_\_\_\_

**TEACHERS ONLY** (if applying as a public school teacher, you must be licensed by the Tennessee Department of Education and provide your current license number here.)

Current License #: \_\_\_\_\_

We individually do hereby certify under penalties of perjury, that all of the information contained above is true, correct, and complete to the best of our knowledge, that we hereby acknowledge receipt of a copy of the rules of the fee discount programs, and that to the full extent of our knowledge and information both the **"Employee"** and the **"Student"** are fully qualified for this fee discount under the rules. If following enrollment the student is found to be ineligible for this benefit the student will be responsible for payment of all previously waived fees plus any other applicable charges.

Employee's Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

Employer/Division of Retirement Signature and Title

\_\_\_\_\_                      Date: \_\_\_\_\_

## FOR INSTITUTIONAL USE ONLY

Tuition: \$ \_\_\_\_\_                      Discount: \$ \_\_\_\_\_

Accepted By: \_\_\_\_\_                      Date: \_\_\_\_\_



# Cleveland State

COMMUNITY COLLEGE  
Enrollment Services Center

3535 Adkisson Drive • Cleveland, TN 37320  
Phone: (423) 473-2310 • Fax: (423) 614-8711  
admissions@clevelandstatecc.edu

# Need Based Dual Enrollment Scholarship Application

## Student Information

Student ID Number: \_\_\_\_\_

Full Name of Student: \_\_\_\_\_ DOB: \_\_\_\_\_

Street Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Cell/Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current High School: \_\_\_\_\_ Course: \_\_\_\_\_

Cost of Book: \$ \_\_\_\_\_

## Requirements for Dual Enrollment Scholarship, which are need-based:

1. Completed scholarship application, with first page of parent's most current tax return (will be shredded after award determination).
2. The scholarship pays for a book voucher for one class in the CSCC campus bookstore -- unless the high school provides books. There are no cash refunds given.
3. There is a maximum of one scholarship for one dual class per semester.
4. Student must have a 2.75 College GPA in the dual class to be considered for a future scholarship.
5. Only complete applications, submitted by the deadline, will be considered.

| Financial Requirements         |                       |
|--------------------------------|-----------------------|
| # of Household Members         | Maximum Annual Income |
| 2                              | \$ 27,000             |
| 3                              | \$ 34,000             |
| 4                              | \$ 41,000             |
| 5                              | \$ 48,000             |
| for each additional person add | \$ 7,000              |

*I certify I have read, understand, and agree to adhere to the eligibility requirements for receipt of a Cleveland State Community College Scholarship and that all information is correct.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

Date Received: \_\_\_\_\_ Income: \_\_\_\_\_ Scholarship: \_\_\_\_\_

Dependents: \_\_\_\_\_ Ineligible: \_\_\_\_\_ Book Voucher: \_\_\_\_\_

Total Award: \_\_\_\_\_



For more information about the  
Dual Enrollment Program, contact:  
Cleveland State Community College at  
(423) 614-8734

You may also obtain additional  
information about this program at:  
[www.clevelandstatecc.edu/admissions/dual-studies](http://www.clevelandstatecc.edu/admissions/dual-studies)  
or by email at:  
[jpeterson@clevelandstatecc.edu](mailto:jpeterson@clevelandstatecc.edu)

## **Cleveland State** COMMUNITY COLLEGE

3535 Adkisson Drive • Cleveland, TN 37312  
(423) 472-7141

CSCC ESC/RETURN/1797/07222016 - Cleveland State Community College 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 Cleveland State Community College. The following department has been designated to handle inquiries regarding the non-discrimination policies:

Human Resources  
P.O. Box 3570 Cleveland, TN 37320-3570  
423-478-6205  
[nondiscrimination@clevelandstatecc.edu](mailto:nondiscrimination@clevelandstatecc.edu)

The Cleveland State Community College policy on nondiscrimination can be found at [www.clevelandstatecc.edu](http://www.clevelandstatecc.edu).

