



CSCC Classes at SHHS  
campus:

8-9:20 2 days a week

Fall: English 1010

Statistics 1530

Spring: English 1020

[CSCC ONLINE](#) or at [CSCC Campus](#)

The student is responsible for his or her transportation to Columbia State. The student's high school schedule will be worked around the student's Dual Enrollment class schedule.

## DUAL ENROLLMENT

- ❖ Dual Enrollment is when high school juniors and seniors take college classes, earning both high school and college credit.
- ❖ Students must meet the qualifications set by the college to dual enroll whether that is a 3.6 GPA or have a 19 ACT score in English or Math.
- ❖ It is important to know that many out of state and most highly-selective colleges will not transfer dual enrollment credit.
- ❖ The TN Student Assistance Corporation (TSAC) offers a grant that covers the tuition for 5 classes. Students will have to pay for books and additional fees.
- ❖ It is imperative that the student take ownership of the dual enrollment process from the beginning. Students are enrolling in a college course; therefore, they need to be responsible enough to complete the application process, register for the course, and maintain their college and high school schedules. In addition, the student should be the one to communicate with the instructor and seek assistance when needed.

# Steps to Dual Enrollment

These steps and links can be found on the Columbia State Website: [Dual Enrolling at Columbia State](#)

1. **Apply to be a dual enrollment student** at Columbia State
2. **Complete the college's Dual Enrollment Consent form & Turn into your School Counselor.**  
*Printed Forms Available in the SHHS Guidance Office.*
3. **Have you counselor send your Consent Form, Transcript and ACT scores to C-State.**
4. **Apply for the Dual Enrollment Grant** to have the classes paid for by the dual enrollment grant.
5. **Log in to the Columbia State ChargerNet System and Sign up for the Class**

*Once the colleges processes your application, they will send you your college account information. When you receive your information, log in and register for your classes. See your counselor for help with this process if needed.*

6. **Email your school counselor a copy of your college schedule**

*If you are taking an online class or a class that meets at C-State, be sure to work with your counselor to adjust your high school schedule. IF YOU DO NOT TURN IN your college SCHEDULE BY THE START of the semester, you will be scheduled into high school classes only. If DE is on your high school schedule during 1st block, once you check in with your RAP teacher at the start of the semester, you do not have to check in daily with your RAP class for attendance purposes.*

## DUAL ENROLLMENT FACTS

- If you don't have a 3.6 + GPA, you will need a 19 in the sub-section of the ACT test for the type of dual enrollment course you want to take. The college may offer a placement tests if you do not have an ACT score, however, if you do not meet either of these initial requirements, you may not be ready to dual enroll so speak with your parents and counselor to seek guidance in this process.
- **Dual Enrollment classes follow the college's schedule** so you need to be in your DE class when they are having class. If your dual enrollment class is not meeting at the time the class is on your high school schedule, you do not have to be at SHHS. You are only expected to be at SHHS for your SHHS classes. **You must sign in (or out) in the front office** when coming or going to your off campus dual enrollment class.
- Be sure to check your **college email and Charger Net account** often. This is how your instructor will communicate important information about the course.
- **Attendance in your college course counts**. If you miss without communicating with your professor about the absences, it could affect your grade and you could be dropped from the class.
- If you do not pass a college class that you are also substituting for a graduation requirement, you may be at risk of not graduation high school, so if you find that this may happen, please inform your counselor immediately so that other plans can be made to help you graduate high school.