

# Dual/Joint Enrollment Permission Form

email: [highschoolprograms@nsc.edu](mailto:highschoolprograms@nsc.edu)

website: [www.nsc.edu/admissions/high-school-programs](http://www.nsc.edu/admissions/high-school-programs)



**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 COLLEGE OR UNIVERSITY.**

## APPLICATION CHECKLIST ITEMS:

(1) Complete the online Application for Admissions:

- <https://www.nsc.edu/>
- Select Apply Now (yellow box in the top right corner)
- Select the **High School Programs Application** and click on it.
- Click on "Create a first-time user account"
- Click on "Login"
- Complete and submit the application

**Submit all forms & transcripts to:**

NSCC  
High School Programs  
120 White Bridge Rd  
Nashville, TN 37209

(2) Complete and submit Participation Forms (attached)

- Parent Permission Form (Pg. 2)
- HepB Immunization/Applicant Signature Form (Pg.3)

(3) Submit an official High School Transcript

(4) Submit ACT or SAT scores (Pre-ACT or PSAT accepted if no ACT or SAT scores available)

- [ACT Test Scores | ACT Scoring | ACT](#) or [SAT Scores – SAT Suite | College Board](#)

(5) Apply for the Dual Enrollment Lottery Grant online ([www.tn.gov/collegepays](http://www.tn.gov/collegepays))

(6) 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.

**Note:** 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) 353-3401	Clarksville Campus	(931) 551-7004
Business Office	(615) 353-3310	Dickson Campus	(615) 740-5998
Records	(615) 353-3218	Southeast Campus	(615) 986-7444
Testing Center	(615) 353-3564	Humphreys Cty Campus	(931) 296-1739

## Information for Students with Disabilities

If you have a learning or physical disability (**IEP or 504**) and want information on the types of services that are available, please contact the **Access Center at 615-353-3721** or [AccessCenter@nsc.edu](mailto:AccessCenter@nsc.edu).

\*An unweighted high school GPA of 3.6 or higher can be used in place of ACT or SAT scores. See High School Programs website for more information. If needed, the ACCUPLACER placement test may be taken as a substitute for placement scores to meet eligibility requirements for registration into college courses. The ACCUPLACER 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. ACCUPLACER test scores are only good for admission to NSCC. There is no charge for the test provided the student has a current application for admission on file.

# 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\* (mm/dd/yy):**

**Date of TN Residency (mm/yyyy):**

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

**High School Name:**

**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

\_\_\_\_\_

**Print** Parent/Guardian's Name(s) that we can release this info to

## **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

\_\_\_\_\_

Cell Phone Number

\_\_\_\_\_

Work Phone Number

\_\_\_\_\_

Parent/Guardian's Email Address

## **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



## **SEXUAL HARASSMENT AND OTHER SEX DISCRIMINATION**

Nashville State Community College prohibits all forms of sex discrimination, including sexual harassment and sexual misconduct. This prohibition exists in all of the College's education programs and activities, including those in which high school students participate in dual enrollment, middle college, and other education activities offered by the College.

Any high school student who experiences or witnesses sexual harassment, sexual misconduct, or other sex discrimination in connection with a dual enrollment, middle college, or other education program or activity offered by the College is encouraged to the College's Title IX Coordinator:

*Jill Ferrand, Executive Director of Human Resources/Title IX Coordinator*

*120 White Bridge Road*

*Ellen Weed Building, Suite D-27*

*Nashville, TN 37209*

*615-353-3305*

*[titleixcoordinator@nsc.edu](mailto:titleixcoordinator@nsc.edu)*

The College's policies regarding sex discrimination, sexual harassment, and sexual misconduct may be found here: <https://www.nsc.edu/faculty-staff/human-resources.php>

Based on the allegations (such as the people involved, the location, and the context), the College may coordinate its response with the student's high school.