

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. 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.



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, <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 Hart 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%20DOE-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