

FREED-HARDEMAN UNIVERSITY

DUAL ENROLLMENT HANDBOOK



TEACHING HOW TO LIVE AND HOW TO MAKE A LIVING

2023-2024

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WELCOME TO FHU DUAL ENROLLMENT

We are thankful that you have chosen FHU to assist you with your dual enrollment (DE) goals. Your selection to the FHU DE Program proves that you are ready to meet the challenge of university coursework. This handbook outlines the policies and procedures of our program. We are here to assist you, so please do not hesitate to contact us with any questions or concerns.

OUR MISSION

The mission of Freed-Hardeman University is to help students develop their God-given talents for His glory by empowering them with an education that integrates Christian faith, scholarship, and service. Our Dual Enrollment Program provides affordable access to high school juniors and seniors who are interested in preparing for their post-secondary educational goals.



THE PURPOSE OF DUAL ENROLLMENT

Admission into the FHU Dual Enrollment Program allows qualified high school students to enroll in university courses. We currently offer DE classes at our main campus, at on-site partner schools, and online. Upon successful completion of each course, students receive both college and high school credit. Dual enrollment at FHU also provides students access to campus events and resources such as the library, myFHU, tutoring, and student email.

Students enrolled in the FHU Dual Enrollment Program are considered college students. Accordingly, they are subject to all of the rules and policies set out by Freed-Hardeman University. Each DE student can expect to be held to rigorous standards that are crucial to academic success.

FHU's dual enrollment courses are college-level coursework that may address theories and concepts that are challenging to students. However, these topics will be addressed from a Biblically-based worldview and by Christian faculty who seek to help students learn the skills and knowledge needed to be successful "in the world" while not being "of the world."

Benefits of Dual Enrollment

DE helps students prepare for the rigors of university life. It can strengthen and enhance academic and social skills that are needed for successful completion of university-level courses. DE can also provide students more flexibility as a traditional undergraduate and be an accelerated pathway to a college degree.

Eligibility

To be eligible for general admission, a student must:

- Be a junior or senior in high school or a homeschool program **AND**
- Have a cumulative GPA of 3.000 with an ACT composite of 21 **OR**
- Have a cumulative GPA of 3.500 without an ACT score

We also accept equivalent CLT scores. There are additional prerequisites for math classes. See page 21 of this handbook for more information on the prerequisites for college algebra, introductory statistics, and precalculus.

Upon acceptance, all DE students are required to complete a privacy release form and a payment agreement. The privacy release form prohibits FHU from releasing non-directory information about students without their consent. A student signature is required. The payment form needs to be signed by both student and parent to acknowledge the need for tuition payments and financial liability. These forms can be accessed at [FHU DE Required Forms](#).



RESOURCES FOR DUAL ENROLLMENT

Tutoring

Tutoring and supplemental instruction opportunities are available free of charge for all dual enrollment students. On-campus tutoring is located in the Hope Barber Shull Academic Resource Center. Appointments can also be delivered through video conferencing. Tutors can assist you in writing, math, and science. You can set up an appointment by contacting Dr. Chris Gann at cgann@fhu.edu or 731-989-6061.

Office of Student Accessibility

The Office of Student Accessibility is committed to creating an accessible learning environment. This is done through a reasonable accommodation process. Reasonable accommodations can include: alternative testing spaces, extended time on tests, note-taking assistance, and other academic accommodations as necessary. Accommodations are provided on a case-by-case basis.

The review process does take time. Disability documentation should be provided to the instructor no later than the third class meeting of the semester.

To learn more about our services or to discuss available options, please contact Missie Ellis by email at mellis@fhu.edu or by phone at 731-989-6029.

The Loden-Daniel Library

As a dual enrollment student, you have access to both on-campus and online resources. The Loden-Daniel Library is located within the Hope Barber Shull Academic Resource Center. It provides a scholarly environment for students who are focused on academic excellence. The first floor is a central gathering location with seating areas and a coffee shop, while the second and third floors offer study areas for individual students as well as groups. Students are welcome to bring food and drink into the library. Consideration should be given to keeping communal spaces clean.

The library maintains hardcopy and online resources for students including various periodicals, microfilms, and an expansive reference collection. Visit [FHU Library](#) to learn more. For more assistance, please contact Wade Osburn at wosburn@fhu.edu or 731-989-6936.

FHU Bookstore

The FHU Bookstore has an on-campus location as well as a website. Textbooks and other course materials are available the first week of August for the fall semester and the first week of January for the spring semester. On the main page of the FHU Bookstore website, there is a textbook lookup feature. Students need to use their term (Fall/Spring), department (ex. ENG/PSY/HIS), course identifier (ex. 101/210/222) and section number (ex. 01/04/14) to find the correct textbook. You can access the website at [FHU Bookstore](#).

Students can also use their course syllabus to find their textbook needs, but the bookstore website has that information available before the semester begins. Textbooks can also be purchased from other textbook retailers such as Amazon.



THE DUAL ENROLLMENT OFFICE

The Dual Enrollment office (ARC 306) is located on the third floor of the Hope Barber Shull Academic Resource Center. There is a parking lot located on Cason Street across from the library entrance. There is additional parking below the Cason Street lot which can be accessed from S. Washington Avenue.

Mailing Address

158 E. Main Street

Henderson, TN 38340

Phone: 731-989-6225

FAX: 731-989-6650

EMAIL: cgann@fhu.edu



PAYING FOR DUAL ENROLLMENT COURSES

Dual enrollment students are not eligible for loans or other forms of financial aid and do not fill out a FAFSA application. The only financial assistance available is the Tennessee Dual Enrollment Grant. If you are eligible for this grant, you can use it to help cover the cost of ten courses (30 semester hours).

Tennessee Dual Enrollment Grant

The Tennessee Dual Enrollment Grant (TN DEG) is funded by the Tennessee Lottery and is administered by the Tennessee Student Assistance Corporation (TSAC). It provides opportunities for students to begin working toward a college degree while still pursuing a high school diploma. This grant program has a pricing system based on the number of credits a course earns. Grants 1 through 5 pay 100% of course tuition. For courses 6 through 10, the payment rate is \$100 per credit hour, so the state will pay \$300 for a three hour course. The TN DEG does not cover the costs of textbooks. You can find more information at [TN Dual Enrollment Grant](#).

To be eligible to use the TN DEG at FHU, a student must:

- Be a resident of Tennessee
- Be a high school junior or senior
- Be accepted to the FHU DE Program by meeting admissions requirements

To remain eligible for the grant, a student must maintain a cumulative college GPA of 2.00. If a student's GPA drops below this criteria, the grant is lost and cannot be recovered. This is a state requirement for all DE students attending any institution of higher learning. Students must apply for the TN DEG every year. You can go to the [Tennessee Student Assistance Corporation](#) (TSAC) website for a complete application. There are two steps. First, you must create a TSAC account. Then, you click the apply button to access the grant application. Simply creating an account does not mean you have applied for the grant. Be sure to complete both parts. There is a step-by-step guide on page 22 of this handbook.

Only one application is required for the entire school year. The deadline for the year-long application is September 15. If you are only applying for the spring, the deadline is February 1. The summer only deadline is May 15.

FHU Dual Enrollment Scholarship

Students who are eligible for the TN DEG are also eligible for the FHU Dual Enrollment Scholarship. This scholarship helps cover the remaining cost of tuition as seen in the chart below. When a student receives the TN DEG and the FHU DE Scholarship, there is no out-of-pocket tuition cost. Textbooks are not covered by the grant or the scholarship. If a student loses the TN DEG, then the FHU DE Scholarship is also lost.

FHU Dual Enrollment Costs and Scholarships 2023-2024

Course Number	Course Charge*	TN DE Grant**	FHU DE Scholarship***	Out of Pocket
1 - 5	2hr course - \$369.60 3hr course - \$554.40 4hr course - \$739.20	2hr course - \$369.60 3hr course - \$554.40 4hr course - \$739.20	\$0	\$0
6 - 10	2hr course - \$369.60 3hr course - \$554.40 4hr course - \$739.20	2hr course - \$200 3hr course - \$300 4hr course - \$400	2hr course - \$169.60 3hr course - \$254.40 4hr course - \$339.20	\$0

***Does not cover the cost of textbooks**

****Must meet eligibility requirements (maintain a 2.0 college GPA); subject to change, the state of Tennessee may change requirements or reporting of awards without notice; limited to three classes per semester if a student qualifies.**

*****Two of the first four dual enrollment grants must be used at FHU in order to be eligible for the FHU DE Scholarship.**

Consortium Agreements

If you are taking a DE course at FHU and one at another institution during the same semester, you will have to complete a consortium agreement. If this applies to you, it is very important that you contact the Dual Enrollment office before the deadline for the TN DEG. If you do not complete a consortium agreement, it is possible that you will be responsible for some of your tuition cost.

Tuition Payment Deadlines

If you will be receiving the TN DEG and the FHU DE Scholarship, you are not required to submit any payments prior to the grant deadline. The Dual Enrollment office, along with the Financial Aid office, will certify your courses and process your grant funds. If you are not eligible for the TN DEG or the FHU DE Scholarship, billing statements will be mailed approximately the first week of October in the fall and the first week of March in the spring. You can always check your myFHU account and pay your bill online or through the mail. All outstanding balances must be paid by the end of the semester. For more information about making tuition or bookstore payments, please go to [FHU - Paying Your Account](#).



REGISTERING FOR CLASSES

The FHU Dual Enrollment office will coordinate with your school and develop a list of courses that will be available at your school. Our online classes are also open to DE students. Each semester, we will have an orientation meeting at your school that includes registration for the following term. At this meeting, you will complete the forms necessary for registration and receive information about the TN DEG, books, and other important course materials.

If you are a homeschool student, you will be contacted by email and/or phone to complete your registration. You will also receive an email with required documents that you can print, complete, and then scan back to the Dual Enrollment office.

The Dual Enrollment office is also open for face-to-face advising. Please make an appointment by contacting either Dr. Chris Gann, Hailey Malone, or Tucker Price.

Homeschool/Private Partner Schools	cgann@fhu.edu	731-989-6225
Public/Private Partner Schools	hmalone@fhu.edu	731-989-6439
Public Schools	tsprice@fhu.edu	731-989-6226

Dropping/Adding Classes

At the beginning of each semester, there is a drop/add deadline. It is usually about a week after classes start. All semester deadlines can be found at [FHU - Semester Deadlines](#). During this time you are allowed to drop courses or add courses to your schedule. If you drop a course by this deadline, you will not be financially responsible for tuition related to that course. Adding a course will increase your financial responsibility. If you are receiving the TN DEG, you will have an out-of-pocket cost of \$538.65 per course if you decide to take more than what the grant has allotted you during any given semester.

Withdrawing from Classes

Withdrawing from a class is not the same as dropping a class. The withdraw passing deadline is usually the week following midterms. The deadline is updated each semester and can be found at fhu.edu/dualenrollment/semester-deadlines. If you choose to withdraw from a course after the drop/add deadline but before the withdraw passing deadline, you will receive a **W** grade for that course. This grade will **not** be averaged into your GPA, so it will not lower your GPA. However, you will still be financially liable for the tuition related to that course. If you paid for the course out-of-pocket, you will not receive a refund.

If you withdraw from a course after the withdraw passing deadline, you will receive an F, and it will be factored into your GPA. You will also be responsible for tuition related to that course in the same way as withdrawing passing.

Withdrawing from a class is a very serious situation that should not be taken lightly. Please contact your school counselor and the Dual Enrollment coordinator if you have more questions.

Attendance Policy

Students must attend at least 75 percent of all scheduled class meetings in order to receive academic credit for completing a class. Students who do not complete 75 percent of all scheduled class meetings will be dropped from that class and receive a grade of "WA." Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25 percent of all scheduled class meetings. Absences due to late registration or change of class prior to the drop/add period will be included in the above percentage.

In extreme situations, students may appeal their grade of "WA" with an Academic Petition Form to the associate vice president for instruction. This must be done within five school days following the dismissal from class. The student should continue to attend the class until the appeal has been decided.

Faculty within a college may establish additional attendance requirements. Attendance requirements adopted by a college must at least require 75 percent attendance as outlined in this policy; however, college attendance requirements may be greater. College attendance requirements, if adopted, must treat excused and unexcused absences consistent with the definitions found in this policy. If adopted, attendance requirements by a college shall be consistently implemented

by all faculty teaching courses within the college. Attendance requirements adopted by a college are subject to approval by the vice president for academics.

A faculty member may also establish attendance requirements for a specific class taught by him/her. Class attendance requirements established by a faculty member must at least require 75 percent attendance as outlined in this policy and must at least require attendance consistent with any college requirements. Class attendance requirements adopted by faculty must treat excused and unexcused absences consistent with the definitions found in this policy. Class attendance requirements adopted by faculty are subject to approval by the department chair, the graduate director, the dean, and/or the vice president for academics.

The University's attendance policy, as well as any additional attendance requirements adopted by the college or a faculty member, shall be stated in the syllabus distributed to all students enrolled by the second meeting of that class.

Absences for officially approved school business, sponsored trips, athletic contests, illness, required military training or service (less than 30 days), or a death in the student's immediate family are excusable and will not be penalized, provided they are explained within one week of the student's return to class. These absences, and all excused or unexcused absences, will count toward the 75 percent class attendance explained in the section above regarding undergraduate class attendance. Sponsors should provide a written notice to each student for presentation to the instructor, and one copy should be sent by the sponsor to the Office of Academics.

A faculty member may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. Final exams must be taken. A student may not be penalized for missing an examination when the student has a clearly demonstrated excused absence. In the case of military service, a copy of military orders should be presented to the instructor as soon as they are available and preferably before the leave takes place.

Penalties for absences that do not meet the excused absence criteria, as stated above, and for tardiness shall be left to the discretion of the faculty member but must adhere to individual college parameters. Faculty members may assign reasonable and relevant makeup work, extend a deadline, or give a makeup examination for any or all missed assignments for an unexcused absence but are not under obligation to do so.

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Periodically, the provost may determine that absences for officially approved school business, sponsored trips, or athletic contests are exempt from counting toward the 75 percent class attendance requirement as it pertains to undergraduate class attendance. These absences may be athletic, co-curricular, or academic in nature. Exempt status may be assigned when the provost has determined the University and/or a group has no or very limited control over the required activity.

The provost will notify faculty in writing via email of such exemptions, and names of the students receiving the exemption shall be included.

In addition, exempt absences will also be considered excused absences. As outlined in the excused absences section, a faculty member may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an exempt-excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. A student may not be penalized for missing an examination when the student has clearly demonstrated an exempt-excused absence. Final exams must be taken.

The student attendance policy for Digital Learning Environment-based courses is the same as traditional courses. The timing of assignments and activities will be scheduled in a manner that is equivalent to traditional courses. Attendance will be monitored through the timely completion of these assignments and activities. Failure to complete assignments or participate in class activities within the corresponding time period will result in an absence. The instructor will follow the same policy for reporting absences in DLE-based courses as they do in traditional courses.

YOUR GRADES AND THE GRADING SYSTEM

Students enrolled in DE courses will receive both a high school grade and a FHU grade for each course they take. Grades can be accessed through my.fhu.edu. It is important to check your grades and stay on top of assignments. If your GPA drops below a 2.00, you will lose the TN DE Grant. Once you lose the grant, you cannot get it back.

A midterm grade report will be available halfway through the semester. Please check the FHU Academic Calendar for the exact date. This report will help you assess your academic standing and focus on areas that may need improvement.

FHU Grading System

FHU does not have a one-size-fits-all grading system. Instructors set their own point system. If a course has several sections taught by different instructors, the grading system may be set by the department chair to ensure there is continuity among instructors.

Course Syllabus

The syllabus for your course is a document that is vital for success. Please review it as soon as you receive it. A syllabus is basically a contract between you and your teacher. It outlines the procedures, expectations, assignments, dates, and grading scale for your course. It is your responsibility to know what it contains. You are accountable for all of the information laid out in this document. If you are negligent in reading it, you cannot plead ignorance to your instructor. A syllabus is also a document that provides protection for you. Once your course has begun and the syllabus has been distributed, the instructor cannot decide to change information without proper notification.

Academic Misconduct

Academic dishonesty violates the Christian principles and standards of Freed–Hardeman University. The following are examples of intentional academic dishonesty:

- Cheating—using or attempting to use unauthorized materials, information, or study aids in an academic exercise. The term “academic exercise” includes all forms of work submitted for credit.
- Fabrication—falsifying or inventing any material in an academic exercise. Facilitating academic dishonesty—helping or attempting to help another to violate academic integrity.
- Plagiarism—adopting or reproducing another person’s words or ideas without acknowledgement.

The minimum penalty for an obvious violation of academic integrity is a failing grade on the assignment. In addition, at the discretion of the instructor, the student may receive a failing grade for the course and be dropped from the class. Academic dishonesty at the undergraduate level should be reported to the dean of student services, who may prescribe additional penalties. No student may avoid receiving a failing grade for academic dishonesty by subsequently withdrawing from the course.

Information for Seniors

Transcript Request

Upon completion of dual enrollment courses, final grades are submitted to the FHU registrar's office and posted to students' transcripts. All students can access an unofficial transcript at my.fhu.edu using their FHU username and password. Official transcripts must be issued by the registrar's office. If you plan to continue your undergraduate studies at FHU, you do not have to request an official transcript. Your transcript will be available for your academic advisor at your registration event. Students who plan to continue their education at another postsecondary institution will need to request an official transcript be sent there.

To request an official transcript, go to fhu.edu/academics/registrar/transcript and click on the Parchment button. Follow the instructions on setting up a Parchment account and ordering a transcript. If you experience any issues, please contact the registrar's office at 731-989-6456.

Graduation Cords

FHU awards dual enrollment honor cords to seniors based on their cumulative GPA and hours taken by mid-term of the semester in which they will graduate. Maroon honor cords are available to dual enrollment students who have achieved a cumulative 3.0 grade point average on at least 12 hours of FHU dual enrollment credit. GPAs are evaluated based on the transcribed value and are not rounded up to earn an honor cord.

Award	FHU GPA at Midterm	FHU Hours at Midterm
Maroon Honor Cord	3.000 +	12 hours +
No cord	2.999 and below	Less than 12 hours

GENERAL INFORMATION AND GUIDES

- Student Rights and Responsibilities
- Step-by-Step Guide to DE
- DE Mathematics Prerequisites
- TN DE Grant Guide
- Advice for Success



STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Receive a quality education from a dedicated faculty, aided by a supportive staff and a strong administration.
- Learn in an environment that fosters spiritual, intellectual, physical, emotional, and social development.
- Participate in on- and off-campus events that encourage such growth.
- Engage in all activities of the University free from any form of discrimination, including, but not limited to, harassment on the basis of race, color, creed, national or ethnic origin, religion, sex, disability, age, or veteran status.
- Enjoy personal privacy, except as described in the policies or procedures of the University and as prescribed by law.
- Have access to the Academic Catalog, Student Handbook, University Calendar, and other relevant program handbooks via the University website (www.fhu.edu).
- Voice their opinions and concerns regarding the mission, vision, and Aims of the University.
- Express their opinions and concerns about any phase of their college experience to appropriate personnel.
- Have appeals processes in place relating to all aspects of life at the University.
- Be notified regarding changes in University policies or procedures in a timely manner.
- Have access to the University Crime Report, prepared annually by the Director of Campus Safety.

Students have the responsibility to:

- Be familiar with and accountable to the policies and procedures in the current Academic Catalog, Student Handbook, and other relevant program handbooks.
- Take advantage of the opportunities provided by FHU to develop spiritually, intellectually, physically, emotionally, and socially.
- Respect the property of FHU and acknowledge that violators are responsible for any damage or destruction to the property.
- Respect the rights and property of others, including other students, faculty, staff, and administration.
- Respect the personal privacy of others.
- Recognize that parental permission does not supersede any policies and procedures in the current Academic Catalog, Student Handbook, or other relevant program handbooks.
- Cooperate with faculty and staff members in providing information concerning violations of University policies and procedures.
- Read and review all University mail, including, but not limited to, email, campus mail, and mail disseminated through the residence hall supervisors.
- Recognize that student actions reflect not only on the individuals involved, but also on the entire University community.
- Develop Christian character traits, such as trustworthiness, respect, responsibility, and compassion, and encourage such traits in others.

STEP-BY-STEP GUIDE TO DUAL ENROLLMENT

- What are the qualifications for FHU's dual enrollment program? (2 options)
 1. A student must have a cumulative high school GPA of 3.000 or above with an ACT composite score of 21.
 2. A student must have a cumulative high school GPA of 3.500 or higher without an ACT score.
- Where do I apply? What forms do I need?
 1. Go to fhu.edu/dualenrollment and fill out the online application.
 2. Send your transcripts and ACT scores to FHU. These can be requested from your school counselor or umbrella school.
 3. Once FHU receives your application and transcripts, you will be notified, and the registration process can begin.
- What do classes cost?
 1. All courses cost \$538.65 regardless of the number of credit hours.
 2. These courses may cost nothing if a student qualifies for the TN Dual Enrollment Grant and the FHU Dual Enrollment Scholarship.
- What is the TN Dual Enrollment Grant?
 1. Any high school student who is a resident of Tennessee may apply.
 2. This grant completely covers the cost of the first 5 DE courses. Then it pays \$100 per credit hour for courses 6-10.
 3. If a student qualifies for the TN DE Grant, he/she is eligible for the FHU Dual Enrollment Scholarship which covers the remainder of tuition costs for courses 6-10.
 4. The TN DE Grant and the FHU DE Scholarship do not cover textbooks.
- Where do I purchase course materials?
 1. Books and other course materials can be purchased from our bookstore or online at the [FHU Bookstore](#)
 2. Resources should be made available the first week of August for the fall semester and the first week of January for the spring semester.
- How do I pay my bill?
 1. Mail: 158 E Main Street, Henderson, TN 38340
 2. Online: [FHU - Paying Your Account](#).

DUAL ENROLLMENT MATHEMATICS PREREQUISITES

For mathematics classes offered through our DE partner schools and online AA courses

MAT101 - College Algebra

- Two years of high school algebra (Algebra I and Algebra II)
AND
- At least one of the following:
 - A 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes
 - A 21 or higher Math subscore on the ACT
 - A 21 or higher Math subscore on the residual ACT

MAT235 - Introductory Statistics

- Two years of high school algebra (Algebra I and Algebra II) with a 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes
AND
- At least one of the following:
 - A grade of C or better in MAT101 - College Algebra
 - A 21 or higher Math subscore on the ACT
 - A 21 or higher Math subscore on the residual ACT

MAT120 - Precalculus

- Two years of high school algebra (Algebra I and Algebra II) with a 3.0 or higher GPA on a 4.0 scale in the two high school algebra classes
AND
- At least one of the following:
 - A grade of C or better in MAT101 - College Algebra
 - A 24 or higher Math subscore on the ACT
 - A 24 or higher Math subscore on the residual ACT

TENNESSEE DUAL ENROLLMENT GRANT

There are **two steps** you need to complete. First, register by creating an account. Then, you can apply for the grant. **Creating an account does not mean you have applied for the grant.**

- Create an account.
 1. Go to <https://www.tn.gov/collegepays/tsac-student-portal.html>.
 2. At the bottom of the page, click on the register button and create an account.
 3. Be sure to save your email and password. You will use it anytime you access this site. You will also use it every school year that you use the grant.
- Apply for the TN DE Grant.
 1. Once you have created an account, sign back in and click the apply tab that is on the top left.
 2. A list of scholarships and grants will appear. Choose the Dual Enrollment Grant.
 3. Fill out the grant application.
 4. It will ask for a residency date. If you were born in Tennessee, you can put your birthdate. If you moved to Tennessee at another time, use that date. Select Freed-Hardeman University as your DE institution.
 5. When you have completed the application, you have the option of printing out a hard copy.

Advice for Success

Academic success does not happen by chance. Many strategies exist that can help you be more productive and limit stress as you work toward your course goals.



Create an Effective Study Environment

- Choose an appropriate location - classroom, library, home.
- Limit distractions. Silence your phone. Tell your friends you are unable to chat.
- Avoid eye strain. Study in a well lit room.
- Take care of your back, neck, and wrists by choosing proper seating.
- Don't multitask. Focus on your assignment, not a movie or TV show.

Assignment Tips

1. **Check your FHU email daily.** Communicate with your instructor. Ask for help. Alert them if you will be absent.
2. **Read your course syllabus.** Be familiar with course policies and expectations. Note assignment and test due dates.
3. **Stay organized.** This saves time and makes study time more efficient.
4. **Take good notes.** After class, go back over your notes, filling in gaps as needed and organizing them for future review.
5. **Don't procrastinate.** If you begin an assignment early, you will have time to pace yourself or ask for help. Give yourself extra time for difficult tasks.
6. **Set time aside to study.** You are engaged in a university course, not a high school class. Be prepared by reviewing course material and completing homework. Find a study partner. You and your partner can encourage each other and hold one another accountable for assignments.
7. **Use appropriate grammar/language.** Do not use slang, emojis, or terms such as LOL or HaHa in your message boards or writing assignments. Do not act like you are texting a friend.
8. **Take advantage of free tutoring.** You can receive face-to-face, phone, or online tutoring through the Learning Center located in the main library.