Application Process
for
Dual Enrollment

at Maryville College

maryville-schools.org

- This PowerPoint, as well as the DE Application Process for Pellissippi State, can be found at maryville-schools.org, Maryville High School,, Classrooms, Dual Enrollment.

- As of today, Maryville College plans on offering in-person classes. Obviously, this is a fluid situation and can change at any given time. I will keep all students posted of any changes that occur. Maryville College is a bit different from Pellissippi State. While Pellissiippi allows DE students to go online and register for classes, Maryville College allows their regular students to have first option at all class seats. Dual Enrollment Maryville College students will not register for classes. They will be put in these classes by the registrar. Therefore, be aware that Marvyille College DE students need possible alternative selections in case their class fills up. This is not true for DE English. Students wishing to take DE English will be reserved a seat.

- Students who are taking the ACT for the first time on Tuesday, March 2nd, will need to constantly monitor their ACT account so that as soon as students' scores are up, they can print their scores and take them to Mrs. Burchfield in office 241. She will then deliver those scores to Maryville College.

Dual Enrollment is offered at Pellissippi State and Maryville College.
The first step students must take is to download and print the two documents below and return these to Mrs. Burchfield in Office 241.

Students' transcripts and ACT scores must be submitted to the colleges of choice. This is a step students do not have to do. Mrs. Vaughn and Mrs. Burchfield will do this for you. If, after completing these steps, students have questions, they may email Mrs. Burchfield at robin.burchfield@maryville-schools.org.

[Early College Experience Application 2021-2022.doc](#)

[Early College Experience Release 2021-2022.doc](#)

Applying to Maryville College

If students are interested in taking Dual Enrollment classes at Maryville College, students should go to maryvillecollege.edu and click on "Admissions."
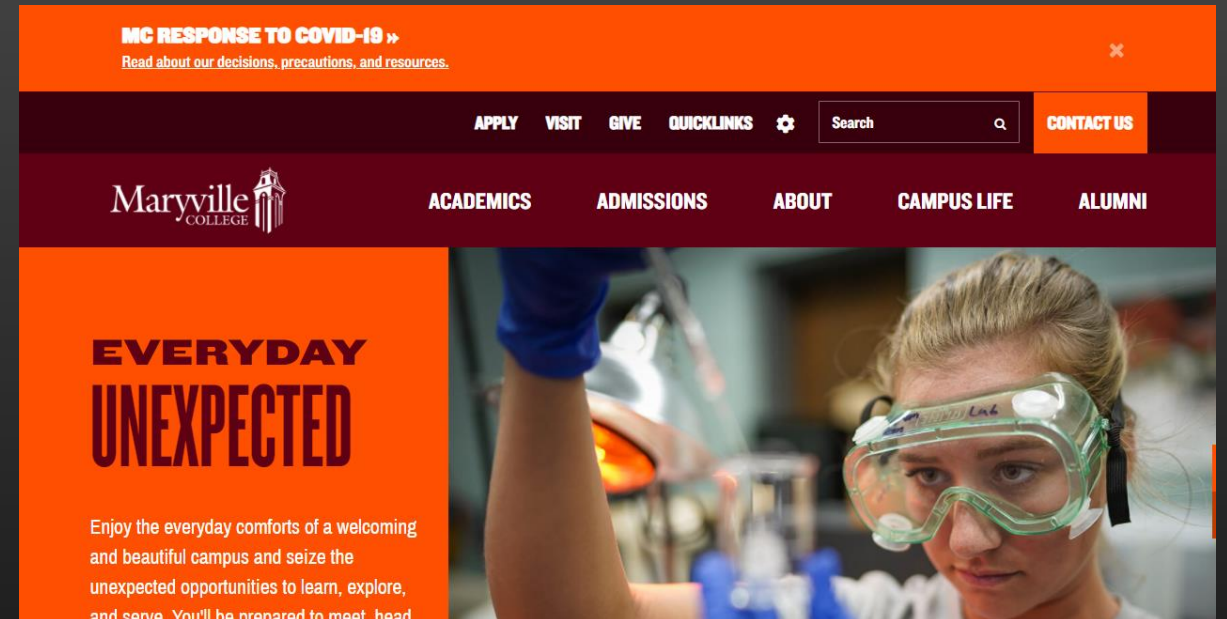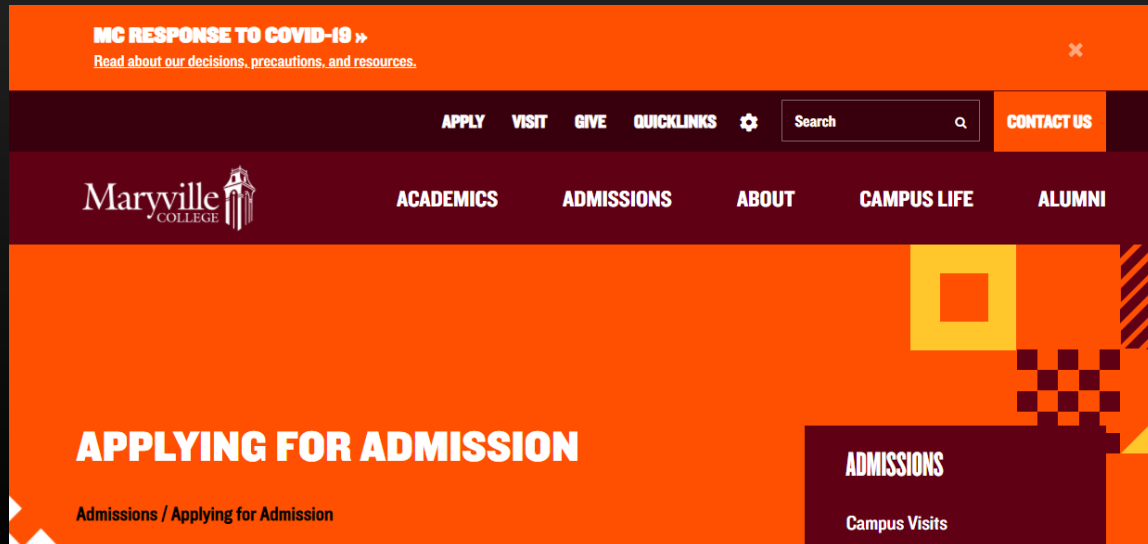
After clicking on "Admissions," students will see several choices. They will then need to click on "Applying for Admission."

Maryville College DE Information

DUAL ENROLLMENT STUDENTS

Maryville College welcomes qualified high school juniors and seniors to take college level courses on a space available basis. Students are considered for admission as Dual Enrollment students if they have a minimum 3.0 grade point average OR a minimum ACT of 21 (SAT of 1060.) Students must reapply for each term they wish to enroll as dual enrollment student at Maryville College. Even if a high school student meets all academic criteria to be admitted into the dual enrollment program, Maryville College will only place high school students in college classes if space is available. With limited space in many introductory level courses, priority is given to current full time Maryville College students over dual enrollment applicants.

At this time, due to limited space in other introductory level courses, Dual Enrollment students may not enroll in the following courses:

ENG 108 Fundamentals of College Writing

ENG 150 Oral Rhetoric

MTH 110 Quantitative Literacy

STA 120 Introductory Statistics

Dual Enrollment English 110 and 120

Special sections of English 110 Composition and Speech I will be offered in the Fall semester, and English 120 Composition and Speech II will be offered in the Spring semester of each year for high school Dual Enrollment students provided each section has a minimum enrollment of 15

DATES AND DEADLINES

The deadline for submitting completed Dual Enrollment applications for the fall term is May 1 and October 1 for the spring term. Before a student's dual enrollment application can be considered, the applicant must send the following:

- completed application including course preference
- updated high school transcript or ACT/SAT scores
- permission form signed by the high school principal or school counselor

The cost per Dual Enrollment course is $500. Students may apply for the Tennessee Student Assistance Corporation (TSAC) Dual Enrollment Grant. The TSAC Dual Enrollment Grant pays $500 per course for the first and second course taken, $200 for the third course taken, and zero dollars for the fourth course taken. TSAC Deadline is May 1, 2020.

For classes other than English 110 and 120, notification and confirmation of class placement will occur no earlier than August 15 for the fall term or December 1 for the spring term. Students wishing to change their scheduled class after this time may encounter difficulties due to limited or no seats remaining. The College reserves the right to cancel classes due to low enrollment or other unforeseen circumstances. In such cases, the College will make every effort to place affected students in an appropriate alternative course and will notify them immediately.

BEGIN DUAL-ENROLL APPLICATION

Once students have clicked on "Dual Enrolllment," they will see this information page. At the bottom of the page is a button which states, "Begin Dual Enroll Application." Students will click here.

MaryVille Portal MVP

Next, students will be taken to the MaryVille Portal where students will click on "First-time users" "Create an account to start a new application."

MARYVILLE PORTAL - MVP!

Maryville College is excited to welcome you to the MVP Portal. You can use your MVP account to start your application, save and continue it later, and check your status once it's been submitted.

Once you are admitted, you can apply for all competitive scholarships, upload supporting documents, submit your enrollment deposit, and begin your next steps of becoming a SCOT!

Start your application below or view your MVP Status Portal here.

Returning users:
Log in to continue an application.

First-time users:
Create an account to start a new application.

Register at Maryville College

MaryVille Portal - MVP!

REGISTER

To register for an account, please enter the information requested below.

Email Address
First Name
Last Name
Birthdate

Continue

The next step in applying to Maryville College is registering . Please complete all steps on this page.

Maryville College PIN

Please note that after completing the registration, a temporary PIN will be sent to students' email before they can continue.

MARYVILLE PORTAL - MVP!

Maryville College is excited to welcome you to the MVP Portal. You can use your MVP account to start your application, save and continue it later, and check your status once it's been submitted.

Once you are admitted, you can apply for all competitive scholarships, upload supporting documents, submit your enrollment deposit and begin your next steps of becoming a SCOT!

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email   rdburchf@gmail.com   switch
Account   Burchfield, Robin
Temporary PIN [   ]
Birthdate   [▼] [▼] [▼]

Login

Maryville College Password

The next step in applying to Maryville College is creating a password. Please be sure to record this password so it will not be forgotten. This password will be needed throughout the term.

Start Maryville College Application

Once students have successfully created their passwords, they will then be taken to this page. At the bottom of the page, students will click "Start New Application."

Next, students will choose the type of application they will need. Students should select "2021 High School Dual Enrollment."

The Maryville College Application

The next step is to complete the Personal Background page of the application. Please read all questions carefully and answer completely. On the left side of the page are the different sections of the application (in red) which must be completed.

Educational Information

The second step in the "Application" process is simply entitled "Application." This page requests educational information. Please follow all instructions.

Academic History

The third step in the application process is "Academic History." Students will need to click on "Add Institution," and from the drop-down button, they will choose Maryville High School, Maryville, TN. Be careful with this because there is a Maryville High School in Missouri.

When students click on "Add Institution" and choose Maryville High School, Maryville TN, many of the boxes will automatically fill. However, students will need to complete the dates they attend Maryville High , and their "Level of Study," which should be high school. Students will click continue after completing this page.

Campus Safety Standards

The fourth button on the Application Menu is "Campus Safety Standards." Please answer all questions honestly and completely, and click "Continue" when finished.

Household Information

The fifth button on the Maryville College Application is "Household Information." This entire page must be completed, and then students will click "Continue" when completed.

Signature Page

The sixth button on the menu is "Signature." Students should simply type their full legal name into the box and click "Confirm."

Home

Personal Background

Application

Academic History

Campus Safety Standards

Household Information

Signature

Review

In place of your signature, please type your full legal name:

Confirm

Review Application

The last button on the menu is "Review." Students should click "Review" to see any mistakes or missing information. When the "Review" is clear, students should submit their application.

The Dual Enrollment Grant

The Dual Enrollment Grant is offered to juniors and seniors to help offset the cost of college courses while in high school. For most general education classes, students must have a minimum of 19 in all categories of the ACT and a 3.0 unweighted gpa in order to receive the grants. Each student is allotted $1,200 in dual enrollment grants. Most 3-hour college courses will cost $500 each. For students taking 4-hour college courses, such as calculus, or courses with labs, such as biology, students will have to pay for the extra hour. The extra hour is not covered by the grant. That extra hour is approximately $165. To apply for the Dual Enrollment Grant, students can return to the "Maryville College Applying for Admission" page. Under "Dual Enrollment" after scrolling down, students will see "Tennessee Student Assistance Corporation (TSAC) Dual Enrollment Grant." Students should click on this link.

Dual Enrollment English 110 and 120

Special sections of English 110 Composition and Speech I will be offered in the Fall semester, and English 120 Composition and Speech II will be offered in the Spring semester of each year for high school Dual Enrollment students provided each section has a minimum enrollment of 15 students. Classes will meet MWF from 8:00 – 8:50 a.m. or TR 8:00 – 9:15 a.m. on the Maryville College campus. Students must apply by May 1 for the fall term and October 1 for the spring semester. Confirmation of class placement will occur by mid-April for fall and mid-October for spring (for English 110 and 120 ONLY).

DATES AND DEADLINES

The deadline for submitting completed Dual Enrollment applications for the fall term is May 1 and October 1 for the spring term. Before a student's dual enrollment application can be considered, the applicant must send the following:

- completed application including course preference
- updated high school transcript or ACT/SAT scores
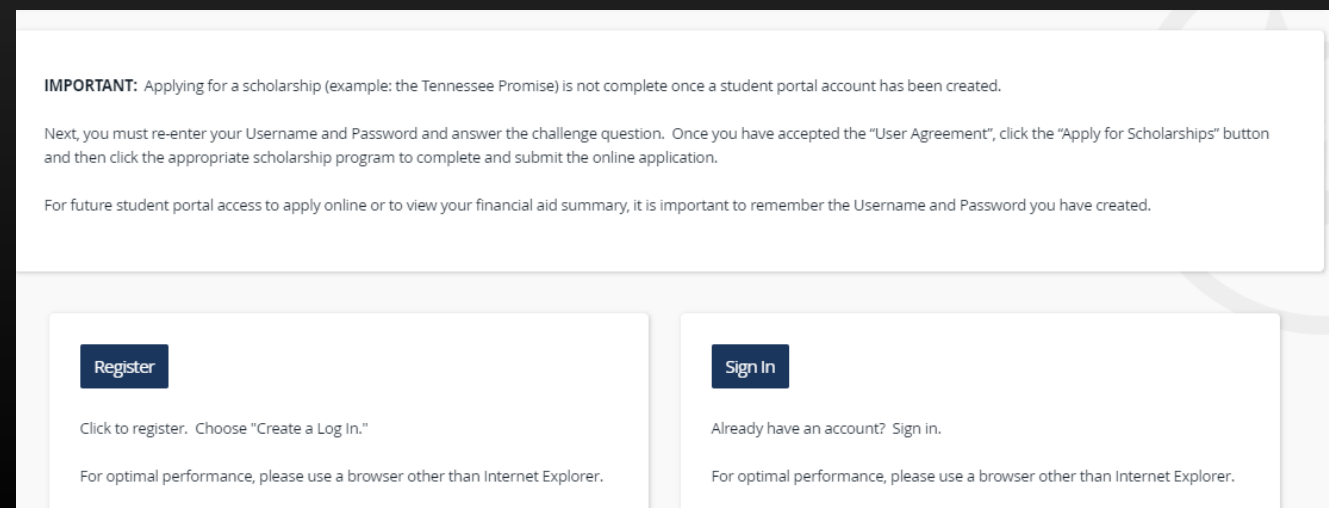- permission form signed by the high school principal or school counselor

The cost per Dual Enrollment course is $500. Students may apply for the Tennessee Student Assistance Corporation (TSAC) Dual Enrollment Grant. The TSAC Dual Enrollment Grant pays $500 per course for the first and second course taken, $200 for the third course taken, and zero dollars for the fourth course taken. **TSAC Deadline is May 1, 2020.**
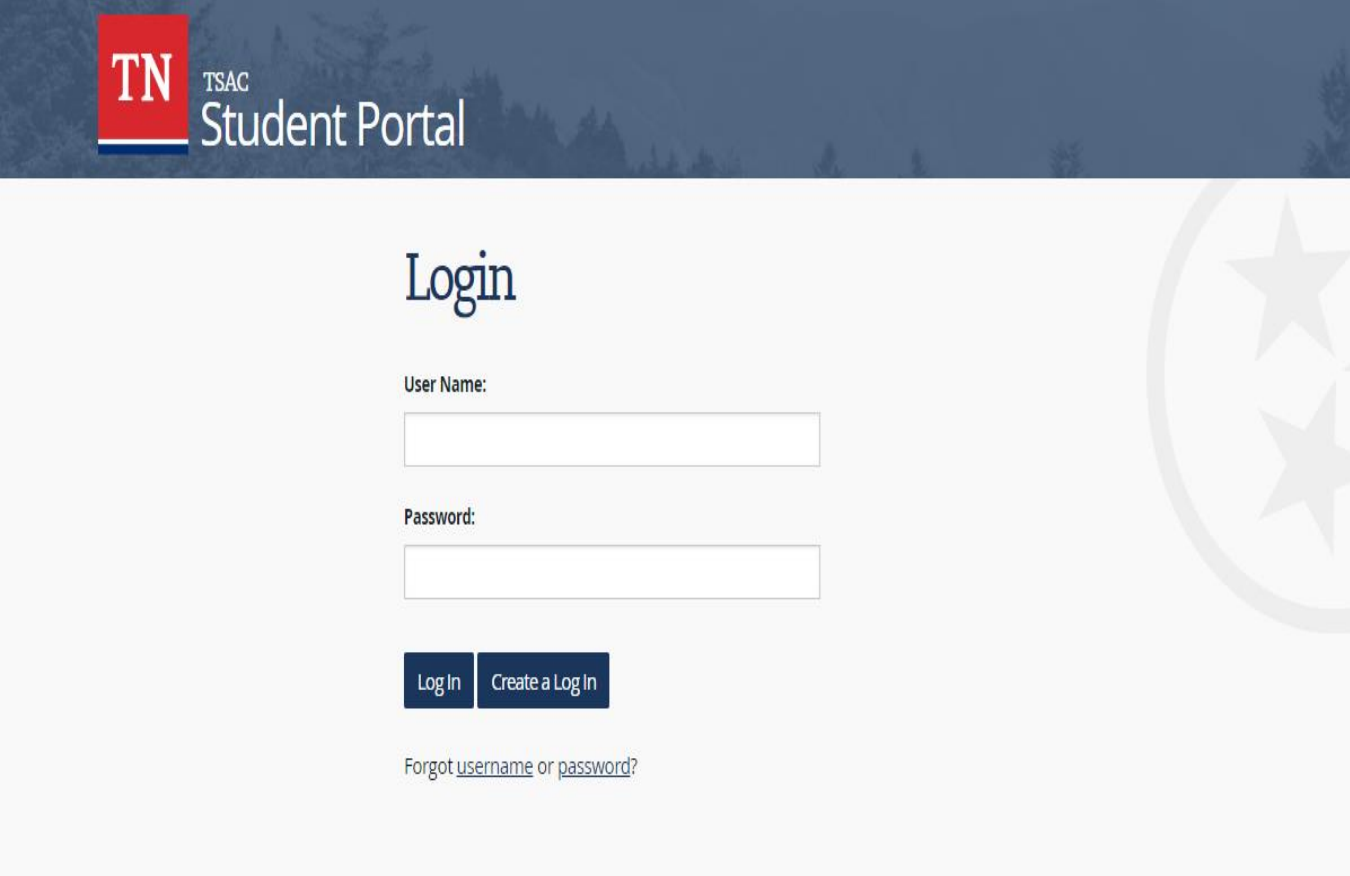
Tennessee Student Assistance Corporation
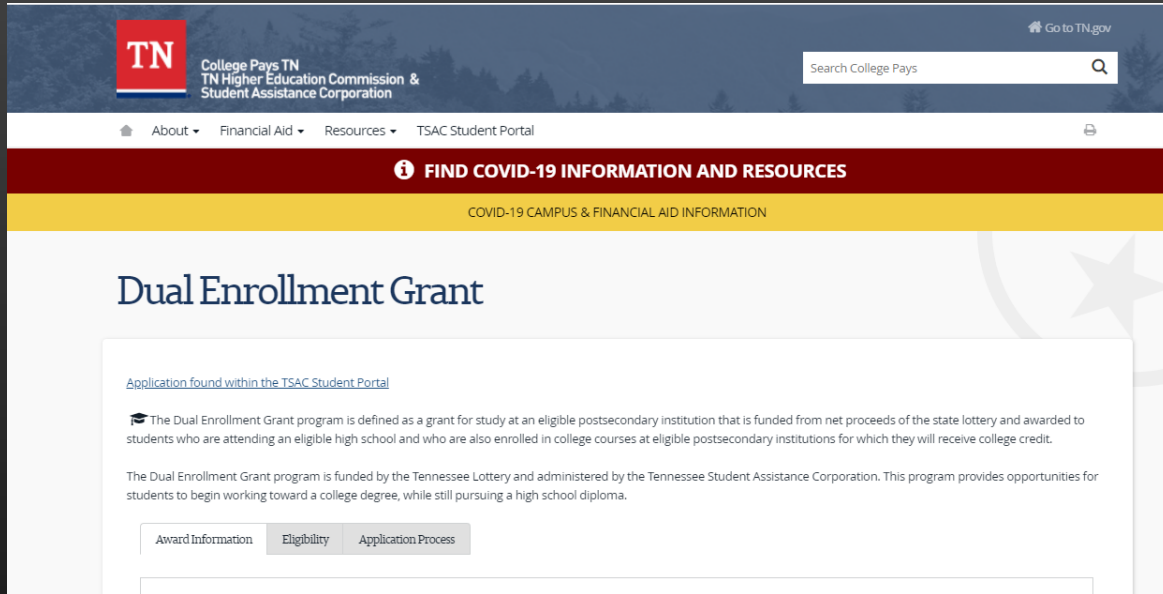
After clicking on the link, students will arrive at this page. Here students will need to click "Application found within the TSAC Student Portal."

The next page is a Dual Enrollment Information page. At the bottom of the page are two buttons. Students who have never created a TSAC account should click on "Register." Students who have created an account should click on "Sign In."
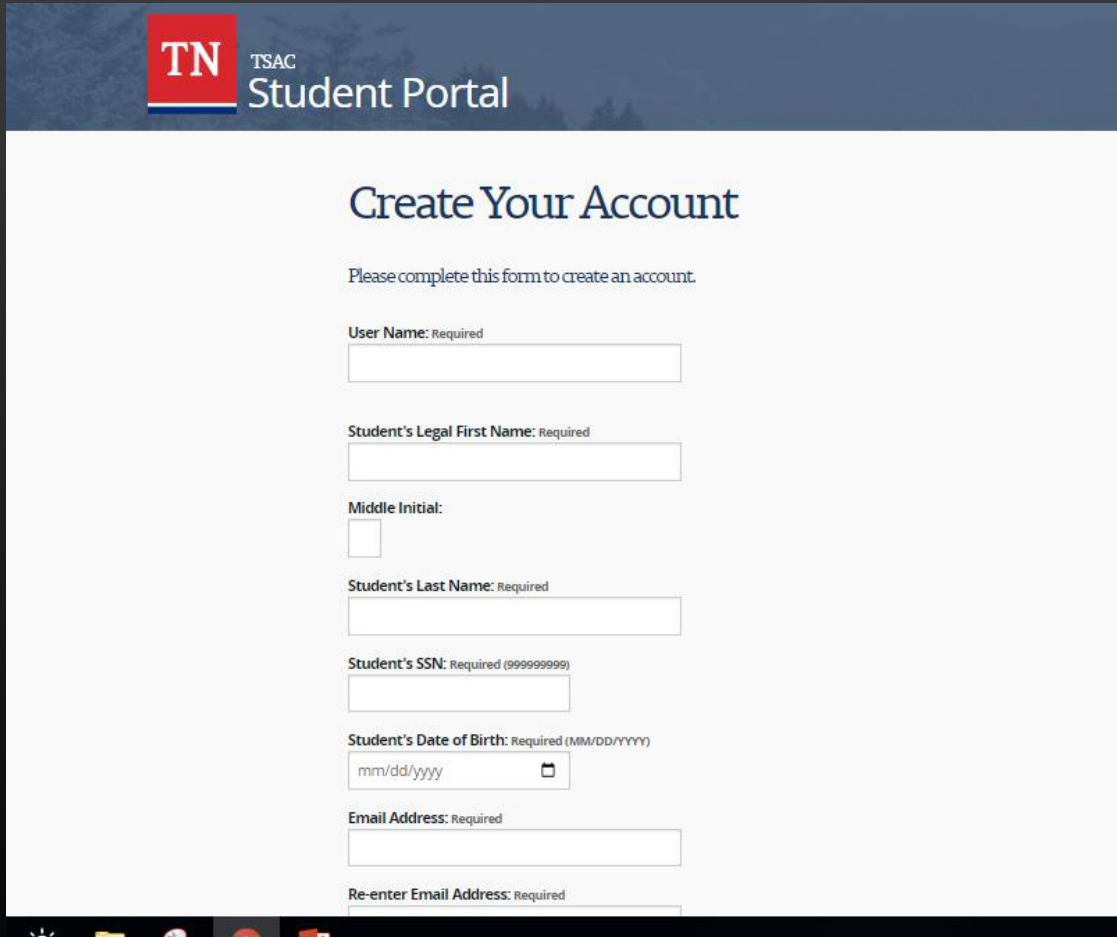
College Pays TN
TN Higher Education Commission & Student Assistance Corporation

Go to TN.gov

Search College Pays

About | Financial Aid | Resources | TSAC Student Portal

ⓘ FIND COVID-19 INFORMATION AND RESOURCES

COVID-19 CAMPUS & FINANCIAL AID INFORMATION

Dual Enrollment Grant

Application found within the TSAC Student Portal

🎓 The Dual Enrollment Grant program is defined as a grant for study at an eligible postsecondary institution that is funded from net proceeds of the state lottery and awarded to students who are attending an eligible high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Dual Enrollment Grant program is funded by the Tennessee Lottery and administered by the Tennessee Student Assistance Corporation. This program provides opportunities for students to begin working toward a college degree, while still pursuing a high school diploma.

Award Information | Eligibility | Application Process

IMPORTANT: Applying for a scholarship (example: the Tennessee Promise) is not complete once a student portal account has been created.

Next, you must re-enter your Username and Password and answer the challenge question. Once you have accepted the "User Agreement", click the "Apply for Scholarships" button and then click the appropriate scholarship program to complete and submit the online application.

For future student portal access to apply online or to view your financial aid summary, it is important to remember the Username and Password you have created.

Register

Click to register. Choose "Create a Log In."

For optimal performance, please use a browser other than Internet Explorer.

Sign In

Already have an account? Sign in.

For optimal performance, please use a browser other than Internet Explorer.

The TSAC Portal

For most students, this will be the first time they have logged into TSAC (Tennessee Student Assistance Corporation.) This is the site for all Tennessee Scholarship and Grant Money, such as Tennessee Promise and the Hope Scholarship. This means students will be using this site many times while in high school. So it is very important that students record their username and password and remember the answers to their security questions.

TSAC Student Portal

- Once again, this is a standard application site. Students will complete the name, address, social security number, and all information.

- Because students will be using this site throughout high school, be sure to record your username, password, answers to security questions and selected image in a safe spot where you will always be able to retrieve the information.

Created TSAC Account

Once you have successfully created your TSAC account, you will "Click here to log in to your account and apply online."

Dual Enrollment Grant Application

After students have created their TSAC account, they will log back in, and they will see this page. Here students need to click on "Apply."
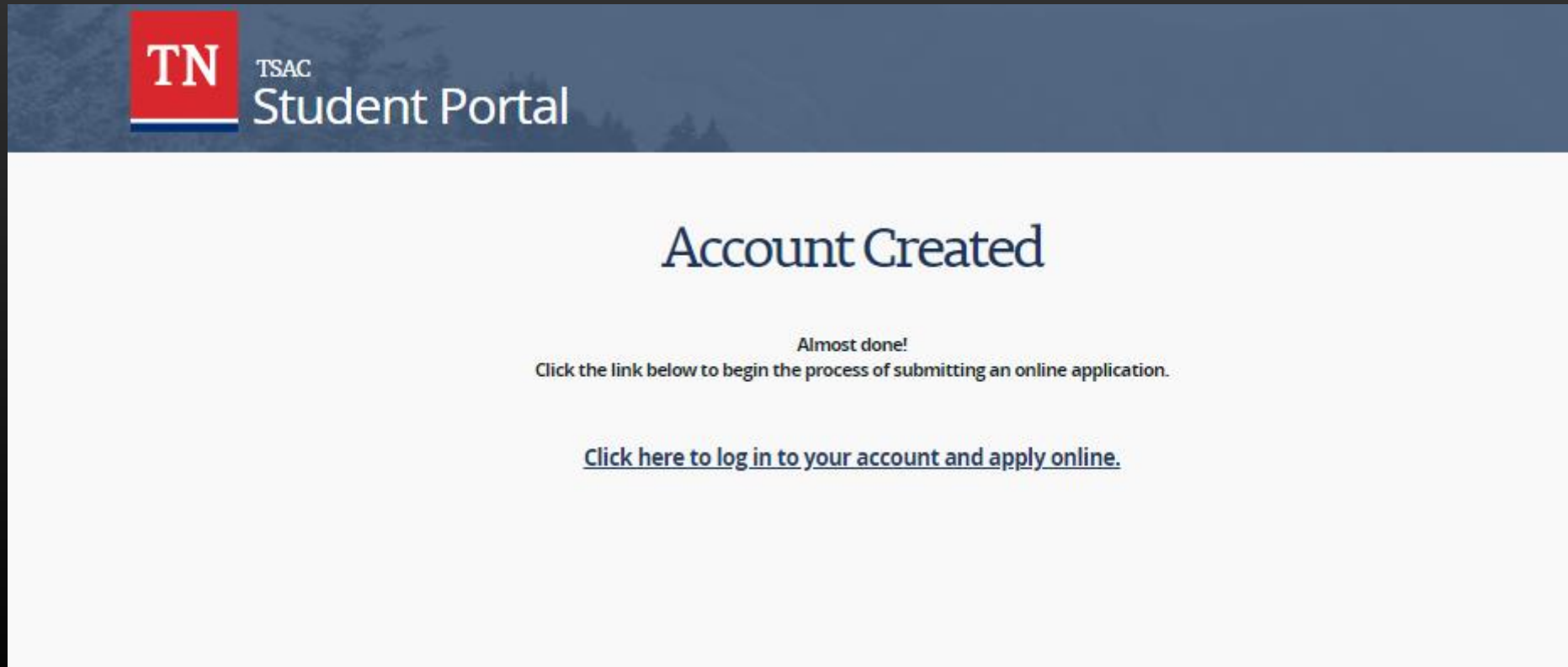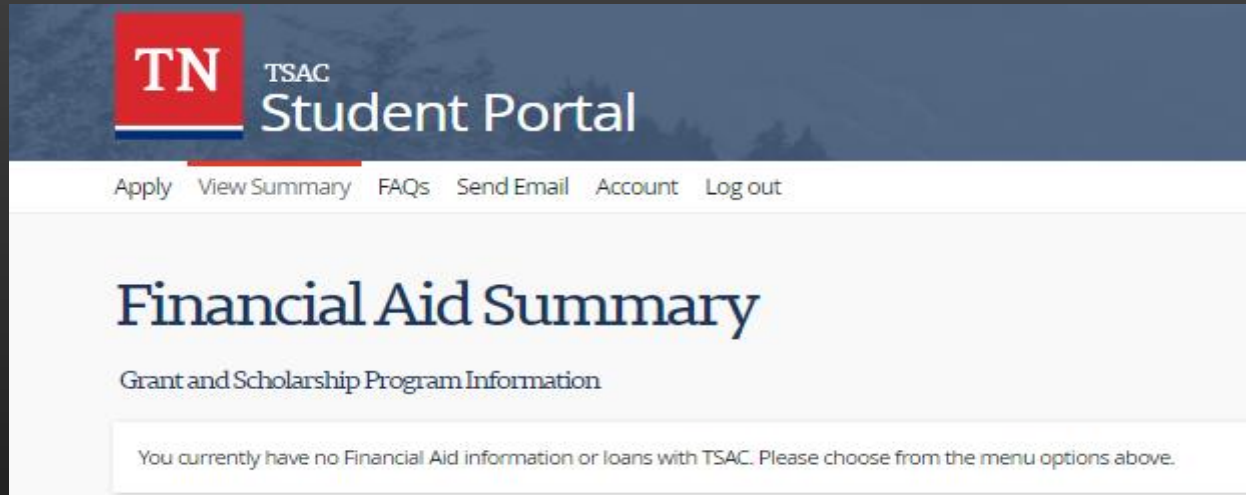
On this page, students will click on "Dual Enrollment Grant, (including GIVE) for 2021-2022." Be sure to select the 2021-2022 grant.

"I Understand"

The next page students will view is an information page.
At the bottom of the page, students will click "I understand."

Students will then be directed to the Middle College Explanation Page.
On this page, at the bottom, students will need to click on "Dual Enrollment Grant (including GIVE)."

Dual Enrollment Grant Final Steps

This is the Dual Enrollment Grant Application. Many of the blanks on the left side will automatically fill; however, any blanks not completed will need to be completed by the student. The right side needs to be answered carefully. Be sure to choose Maryville High School from the drop-down button for the high school. Also, be sure to choose Maryville College as the college if that is the college the student will be attending for dual enrollment classes. However, if the student is taking classes at Pellissippi State, then that student will choose Pellissippi State from the drop-down menu. Be sure the entire application is complete before submitting.

Maryville College Immunization Waiver

All students attending Maryville College for Dual Enrollment classes must download the Immunization Form. It must be completed and returned to Mrs. Burchfield in Office 241, along with the Permission Form (which is on the next slide.) Mrs. Burchfield needs both forms no later than Friday, March 5th. You can download the Immunization Waiver by Googling Maryville College Immunization Waiver.

Maryville College Permission Form

The final step in applying to Maryville College as a Dual Enrollment Student is to return to Maryville College's Dual Enrollment Page , and under Dates and Deadlines is red type "permission form." Dual Enrollment students must download this form, complete their sections, and then they must bring this to school to have it signed by counselors and principals. When students place the Permission Form and Immunization Waiver in Mrs. Burchfield's box on the door of Office 241, she will have it signed by the appropriate MHS staff . She will then deliver these documents, along with students' transcripts and ACT scores, to Maryville College during the week of March 8th.