

A black and white photograph of a young man and a young woman standing together. The man is on the left, wearing a dark sweater and headphones around his neck. The woman is on the right, wearing a dark sweater. They are both smiling. The image is overlaid with a dark blue semi-transparent rectangle containing the title and subtitle. The background of the entire page is a solid blue color with a diagonal line running from the bottom left to the top right.

# *Coordinator Guide*

DUAL ENROLLMENT 2025-2026

Students interested in taking a course at the University of Memphis (UofM) while still enrolled in high school must apply for Dual Enrollment Admission.

## REQUIREMENTS FOR DUAL ENROLLMENT ADMISSION

Please screen students to ensure they meet these requirements before they apply.

- 19 composite score on the ACT (or Pre-ACT, PSAT, SAT equivalent)
  - Other pre-requisites may apply depending on the course.
    - 18 English sub-score for English Composition, ENGL 1010
    - 15 Math sub-score for Probability/ Statistics, MATH 1530
    - 18 Math sub-score for College Algebra, MATH 1710
- 100 admissions index score: 30 times the high school GPA (based on a 4.0 scale) plus the composite ACT score. Example: High School GPA of a 2.85 X 30 = 85.5 + 19 = 104.5

\*\* Test scores are required.

## ADMISSIONS PROCEDURES FOR DUAL ENROLLMENT

Applications are needed once every academic year. Students enrolled in the fall term do not need to complete another application for the spring term.

### 1. Rosters

Please email class rosters to [dualenrollment@memphis.edu](mailto:dualenrollment@memphis.edu) before the summer break for Fall courses and winter break for Spring courses.

### 2. Application

Have students complete the online dual enrollment application by going to [apply.memphis.edu/portal/ug\\_app](http://apply.memphis.edu/portal/ug_app)

### 3. Submit Materials

#### A. Official Transcripts

- High school transcripts can be submitted via secured shared drive or emailed. Materials can also be packaged for pick up.
- Students who have previously enrolled at other post-secondary institutions must have an official copy of their transcript(s) sent to the Office of Admissions, at 101 Wilder Tower, Memphis, TN 38152, or [dualenrollment@memphis.edu](mailto:dualenrollment@memphis.edu) to be admitted and verify their continued grant eligibility.

#### B. Test Scores

ACT, SAT, PSAT, Pre-ACT or ASPIRE must be submitted with the high school transcript. If the official testing company sticker is on the high school transcript, it will be considered official. We will accept PSAT, Pre-ACT and ASPIRE scores for students who have not taken the ACT or SAT.

Equivalencies: PSAT- 940, SAT- 990, Pre-ACT- 19

#### C. Verification

For students who are 18 years of age and older, provide a copy of their driver's license or birth certificate to satisfy Tennessee EVEA requirements.

2025-26

## Important Dates

August 11, 2025  
January 5, 2026

- Rosters Confirmed
- UofM Online Applications
- High school transcripts and test scores submitted
- College transcripts submitted (if applicable)

September 15, 2025  
February 1, 2026

- TSAC Grant deadline. Only one needed per academic year.
- Signed consortium agreements due. Only needed if a student is enrolled with two institutions during the SAME TERM. -pending new TSAC policy

August 25, 2025  
January 20, 2026

First day of classes.

September 7, 2025  
February 1, 2026

Last Day to Drop a Class. Students who withdraw after this date will be responsible for any outstanding balance owed.

October 11-14, 2025  
March 9-15, 2026

Fall and Spring Breaks

November 16, 2025\*  
April 12, 2026\*

Last Day to Withdraw from a Class.

"W" grade(s) assigned; courses will appear on student's transcript.

December 4, 2025  
April 29, 2026

Classes End

December 5-11, 2025  
May 1-7, 2026

Exam Period

Fall  
Spring  
\*Pending



## AFTER APPLICATION SUBMISSION

### A. Submit Documents

The dual enrollment coordinator will submit all needed admissions materials for the student (high school transcript and test scores)

### B. TSAC Grant

Have students apply for the Tennessee Lottery Dual Enrollment Grant online by the deadlines previously listed. Ensure that they direct their grant to the University of Memphis for us to be able to award funding. [collegefortn.org/tsacstudentportal/](https://collegefortn.org/tsacstudentportal/)

#### • Consortium Agreements

The DEG application has been expanded to allow students to list up to three eligible postsecondary institutions and for each institution to receive direct DEG funding. This will eliminate the need for consortium agreements for 2025-26. The implementation of this process is still in progress, but will be live for Fall 2025.

#### • Listing institutions on TSAC DEG application

The order that a student lists their postsecondary institutions on the TSAC application matters. They should be listed in priority for grant awarding.

#### • GPA Requirement

Students must maintain a college GPA of 2.0 or higher to maintain grant eligibility. Eligibility cannot be reinstated once lost.

Please note that a C- will fall below ' GPA requirement.

### C. First Time Only

Once admitted, have students activate MyMemphis account at [iam.memphis.edu](https://iam.memphis.edu) using the code provided to them in their admissions packet via email. If you need help, contact the Help Desk at 901.678.8888 for assistance with student account activation.

### D. Final Roster Verification

Rosters must be verified each  
We will use the final rosters for  
billing and grant certification

More information can be found  
[memphis.edu/dualenrollment](https://memphis.edu/dualenrollment)



## Important Tips

### Plan Ahead

In order to provide better service to all schools, due dates are set throughout the year. Several schools will begin planning for the fall term when the results from the March ACT arrive.

Please aim to have students complete the DE application and submit their admissions materials before summer break.

### Collect Info

Students will need the following information to complete the UofM and grant applications: Name as it appears on your social security card, SSN, address, government ID (such as a Driver's License Number), email address and date of birth.

### Store Securely

Advise students to keep usernames and passwords handy. They will use them anytime they need to access myMemphis.

### Textbook Information

Can be found on the course syllabus.

### Enter information carefully

If the student's name or SSN do not match on both the UofM application and the grant application, a copy of their Social Security Card will have to be submitted.

## DUAL ENROLLMENT PROGRAM FEE STRUCTURE 2025-2026

TSAC Grant and UofM Grant awards are dependent on the student being eligible for the TSAC Dual Enrollment Grant

| 3 credit hour Courses   |         |            |            |              | 4 credit hour Courses |            |            |              |
|---|---------|------------|------------|--------------|-----------------------|------------|------------|--------------|
| Course #  | Tuition | TSAC Grant | UofM Grant | Student Pays | Tuition               | TSAC Grant | UofM Grant | Student Pays |
| 1-5   | \$582   | \$582      | \$-        | \$0          | \$776                 | \$776      | \$-        | \$0          |
| 6-10  | \$582   | \$300      | \$282      | \$0          | \$776                 | \$400      | \$376      | \$0          |
| Tuition = \$186 and \$8 Access Fee for a total of \$194 per credit hour |         |            |            |              |                       |            |            |              |

- A. Students must complete the TSAC Dual Enrollment grant application by the listed deadlines. Only one TSAC grant application is needed per academic year.
- B. Institutional grants are available for courses 6-10 if students are grant eligible according to TSAC Dual Enrollment grant requirements.
- C. The institutional grant applies to the high school based dual enrollment program only.
- D. All state financial aid will be applied to the course cost before institutional grant funds are applied.
- E. The amount of the institutional grant listed above is a maximum amount after TSAC funds are applied.
- F. Other discounts do not apply to the high school-based program as per our memorandum of understanding with each school/school system.
- G. To remain eligible for the grant, the student must maintain a cumulative 2.0 college GPA. If the student's cumulative college GPA ever drops below 2.0, they are no longer eligible for the grant (there is no getting it back).



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### Dual Enrollment

For any additional questions, please contact the Dual Enrollment office.



901-678-5218



dualenrollment@memphis.edu



memphis.edu/dualenrollment