****Office of K12 Partnerships**

**1480 Nashville Pike**

**Gallatin, TN 37066**

**v. 615-230-3742**

**How to Apply to Vol State Guide**

* Apply to Volunteer State Community College at volstate.edu
	+ Click **ADMISSIONS**
	+ Click **APPLY**
	+ **Create a Login ID and PIN**
	+ Application Type-select - **7.** **DUAL/JOINT ENROLLMENT APP**
		- Select admission term – Fall Term 2022 / Spring Term 2023
	+ Please use a **PERSONAL** email address instead of your high school student email address
	+ When you have completed, click on **Application is Complete**
	+ Click **I agree to the terms and submit**
	+ Print checklist
* Student: Please check email within 48 hours for your “next steps” email

## **Grant Application Guide**

**The Dual Enrollment Grant is available online at** <http://www.tn.gov/collegepays/>

* Click on TSAC Student Portal.
* You must create an account with TSAC in order to submit your application. The username for this account is yours to choose. It is not related to your Vol State username. Record your username/password for future use.
* After creating your account, enter User Name (the one that was just created).
* Enter password that you created.
* Click “Apply”
* Choose Dual Enrollment Grant 2022-2023.
* Read the general requirements and click “I agree”.
* Complete any Student Information that may be required. ***(The accuracy of your Social Security Number (SSN) is extremely important. If an incorrect SSN is used, you will NOT be awarded the Dual Enrollment Grant.*)**
* Select “Yes” to question about federal drug compliance.
* **Select VSCC as the college.**

IF YOU HAVE PROBLEMS WITH COMPLETING THE FORM, PLEASE CALL**: TSAC HELP DESK AT 1-800-342-1663.** In order to keep the grant from one semester to the next, you must maintain a 2.75 CUMULATIVE **COLLEGE** GPA. Your High School GPA is not calculated in this process. If your College GPA falls below 2.75, you will not be eligible for the dual enrollment grant at any point in the future.

**15723-1904**.Volunteer State Community College does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a protected veteran, genetic information, and any other category protected by federal or state civil rights laws and regulations and by Tennessee Board of Regents policies with respect to all employment, programs, and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Senior Director of Human Resources, eeo@volstate.edu, 1480 Nashville Pike, Gallatin, TN 37066, 615-230-3592. Volunteer State Community College policy on non-discrimination can be found at [https://www.volstate.edu/non-discrimination-policy](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.volstate.edu%2Fnon-discrimination-policy&data=04%7C01%7Ccarol.bazenet%40volstate.edu%7C81f1685d7a60476b037d08d9e66c5e25%7Ca932e74ba18e4e6bbf597fe267584ff5%7C0%7C0%7C637794175376234508%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=q8H%2BeQOmRsow%2B2gpJg4AT71P8pKsmFR6cTliPU56h8g%3D&reserved=0).