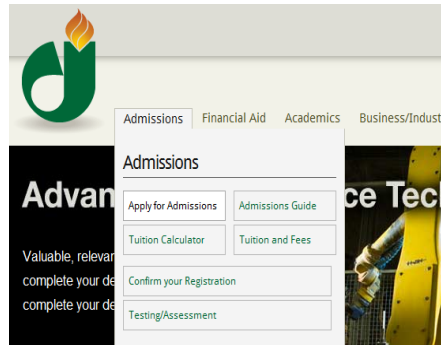


# How to submit an electronic application for JSCC Dual Enrollment

1. Go to [www.jsc.edu](http://www.jsc.edu) choose “**Admissions**” and “**Apply for Admissions**”



2. Select “**Apply for Admissions Online**”
3. You’ll need to create a user account. Do so by selecting the “**First time user account creation**” option located below the “Login” button.

Login ID:   
PIN:   
  
[First time user account creation](#)  
[Return to Homepage](#)

4. Create a Login ID and PIN (Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.) Remember your PIN and ID!!!

My Login ID   
My PIN

5. On the next page, select the “**Dual Enrollment**” application type and choose continue.

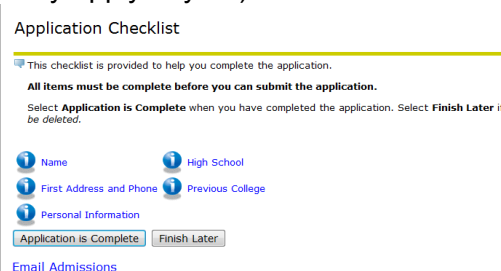
Select an Application Type  
PLEASE NOTE: Application processing can take 3-5 business day  
Application Type:   
  
[Return to Homepage](#)

6. Select the term for which you are applying

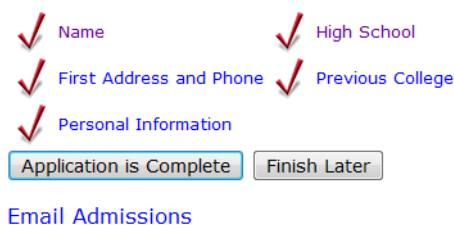
\* - indicates a required field.  
Application Type: Dual Enrollment  
Admission Term:   
First Name:   
Middle Name:   
Last Name:   
  
[Return to Application Menu](#)

7. Required information which is marked with a red asterisk must be entered but do answer all other questions as they apply to you. Choose “**Fill Out Application**”

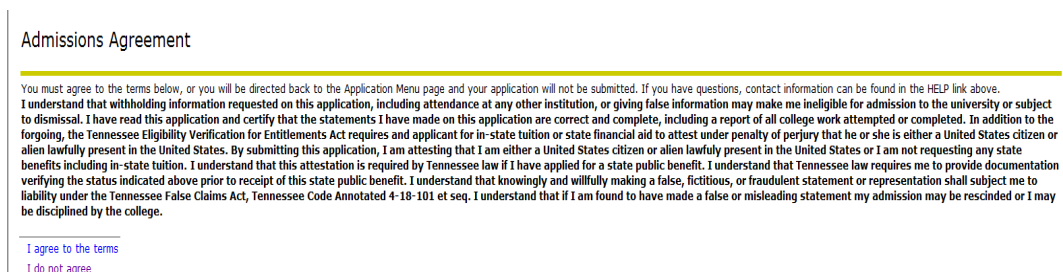
8. On the next page, you'll see five checklist items (Name, First Address and Phone, Personal Information, High School and Previous College). Select the "i" icon in front of each item section to enter the required information. (Required information which is marked with a red asterisk must be entered but do answer all other questions as they apply to you.)



9. Choose "**Continue**" to proceed on to the next checklist item. (At any time you can either go back to the Checklist by selecting "**Checklist**" or work on the application at a later time by choosing "**Finish Later**". You'll need to remember your Login ID and PIN)
10. When each checklist item has a red checkmark beside it, you can submit the application by choosing "**Application is Complete**".



11. Carefully read the "**Admissions Agreement**" and select "**I agree to the terms**" to continue the application submission.



12. Complete and return the Jackson State Community College application signature sheet to your Guidance Counselor or to the JSCC High School Initiatives Office.  
**YOUR APPLICATION IS NOT COMPLETE WITHOUT THE SIGNATURE SHEET WITH YOUR SIGNATURE AND PARENT/GUARDIAN SIGNATURE.**

13. ***If you intend to use the Dual Enrollment Grant provided for High School Juniors and Seniors:*** Complete the Tennessee Student Assistance Corporation Dual Enrollment Grant application at [www.tn.gov/collegepays](http://www.tn.gov/collegepays) . Choose "Money For College", then choose "Grants", then "Dual Enrollment". Complete the Online Application and remember to list Jackson State as the home institution for your dual enrollment courses.

***If you have questions about your application please call the High School Initiatives Office at 731-425-2601 or e-mail Dawn Patterson at [dpatterson9@jscc.edu](mailto:dpatterson9@jscc.edu) or Andrea Winchester at [awinchester@jscc.edu](mailto:awinchester@jscc.edu)***