

How to submit a JSCC Dual Enrollment web application

1. Go to www.jsc.edu. Choose “Apply Now” at the top and select “**Apply for Admissions Online**” on the next page. If you’ve never registered online to apply to JSCC, you’ll need to select the “Create Account” option.



2. From there, you will enter your **Contact, High School, Enrollment & Account Information** (All fields marked by a red asterisk are required).
 - Although some fields are not required, the more information entered during this process means you will enter less for the application process.
 - Pay attention to notes next to information fields that will notify you if the information format is incorrect (ex. Date of Birth).
 - Do select “Dual Enrollment” for the Admit Type even though it is not required.

3. Account Information:

- Create a password & password question
- Remember your password, password question and answer! Remember if these are Case Sensitive!

4. Select “Create Account”.

- If you receive the following error message, look over the page and pay attention for formatting notes or missing information indicators. Correct the information as needed and select create account again.



One or more fields on this form are not valid. The invalid fields should indicate what is not valid with a description beneath the label. The fields must be corrected before the form is submitted.

5. When the account is created, you’ll see your account profile. You can register for future events offered by Student Service here and submit your application.



6. To start the application:

- Select “Apply Online”, then “Start a new Undergraduate Application”, choose the semester and finally, “Continue With This Application”.
- Wait for the application to load. This may take a brief moment. If it does not load after a few minutes, select “Continue With This Application” again.

7. At this point, some of the information you entered during the account creation is visible. Ensure it is correct and definitely enter the required information indicated by the red asterisk. Any information not marked by the asterisk may be helpful (such as your middle name, address state & zip code, email address, citizenship). Social security number is helpful in matching your account to the TN Dual Enrollment grant if you do use it, but it is NOT required.

Note: If you are unable to complete the application for any reason, you can return to the application started as long as you “Save Application” or Save & Continue” during the process.



8. When you're prompted for the "Academic Program" in the Academic Plans section, please select **Non Degree Undergraduate, Undeclared** option and **Dual Enrollment Student** if you have not already during the account creation process.
9. "Entry Term" is the semester you will enroll for dual enrollment courses. (If you are unsure, ask your high school guidance counselor or a parent.)
10. Under "College Plans", answer **Will Apply** for financial aid if you will be using the TN Dual Enrollment grant for assistance with your course tuition. This is available for eligible TN high school juniors and seniors.
 - A separate application for the TN DE grant is required. Visit the following web link to learn about the grant and apply: <http://www.tn.gov/collegepays/article/dual-enrollment-grant>
 - If you'll be using the grant at JSCC and another institution in the same semester, contact JSCC or the other institution (depending upon which institution you selected to receive the grant in your TSAC account) in order to initiate a "consortium agreement" between institutions. A TN DEG consortium agreement is signed by you and both institutions. It allows each to share your semester grant funds.
11. "High School" information section:
 - Select **United States** (for a majority of applicants)
 - Tennessee is located first for your convenience, but only applies if your current high school is located in Tennessee.
 - Enter the city where your high school is located and select Search. (Results from the search will be visible in the "Results Found" drop down option. Please choose your school if present and select.)
 - If you do not see your current high school and you're confident of your search, select **The Organization is not listed** option. Enter the school name in the "Unlisted School Name and Address" section.
 - "Graduation Date" is required. Estimate the month/day/year. Most graduations occur in May unless graduating early.
12. If you have taken college credit (includes TCAT) with another college or university, please enter this information in the "College Credit" section.
 - Please, submit official copies of the transcript to the JSCC Admissions Office (2046 N Parkway Jackson, TN 38301 Fax (731) 425-9559). This is required for TN DE grant eligibility.
13. The "Emergency Contact Information" section is not required. However, this information can be beneficial.
14. The "Academic Fresh Start Request" option does not apply to Dual Enrollment students. Please **DO NOT** check the box in this option.
15. In the "Certification" section, please read this information carefully and select yes to each question. Then type your name in the "Signature" field.
16. Choose "Submit Application" after ensuring the information is correct and you're comfortable with your answers.
17. Be sure to complete the Dual Enrollment Signature page form that requires you and a parent to sign in a few locations after reading important information about Dual Enrollment at JSCC. Visit the website below to access the form: <http://www.jsc.edu/academics/programs/dual-enrollment/documents/dual-signature.pdf>

If you have questions about your application please call the JSCC Recruiting Office at (731) 425-2601 or the Admissions Office at (731) 425-8844. You can also e-mail Admissions at Admissions@jsc.edu