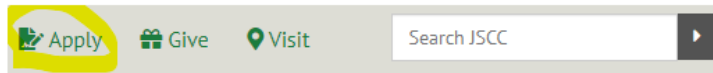


How to submit a JSCC Dual Enrollment web application

1. Go to www.jsc.edu select the “Apply” option at the top of the page and then select “**Apply for Admissions Online**” on the following page.



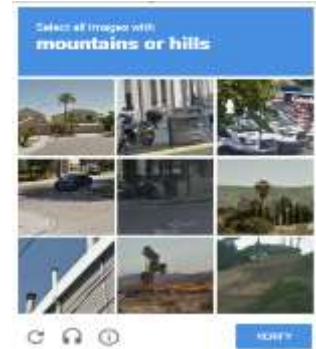
2. Next, you’ll be directed to the application log in screen. If you’re new to the online application, choose the “First time user account creation” located below the “Login ID & PIN” entry. Create a user Login ID and PIN using the parameters indicated (remember your PIN and ID for future use). Enter your log in information and select the “I’m not a robot” option before choosing “Login”. You be asked to select images related to a “select all images with” question.

Your PIN can be up to 15 numeric characters and will be saved.

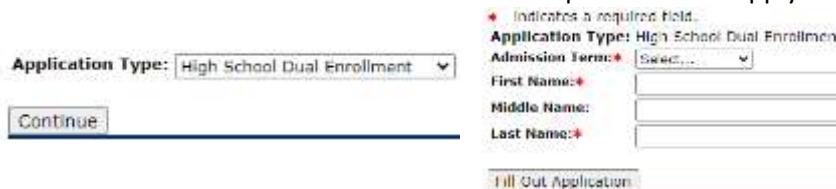
Create a Login ID:

Create a PIN:

Verify PIN:



3. On the next page, select the “**High School Dual Enrollment**” application type and choose continue. Choose the term for which you are applying and select “Fill Out Application”. Information marked with a red asterisk must be entered. Please answer all other questions that apply to you as well.



4. On the next page, you’ll see the checklist items. Select the “i” icon in front of each item section to enter the required information.



5. Choose “**Continue**” to proceed on to the next checklist item. (At any time you may either return to the Checklist by choosing “**Checklist**” or work on the application at a later time by choosing “**Finish Later**”. You’ll need to remember your Login ID and PIN)
6. The final checklist item is called “**Additional Information**”. This information is a question related to your potential enrollment with another college, university or Tennessee College of Applied Technology (TCAT) while enrolling with JSCC. If you’re using the Tennessee Dual Enrollment grant (TN DEG) to pay or help with tuition costs at JSCC the other institution, you will need to initiate a consortium agreement and submit transcripts from the other institutions. These are required to request the grant funds and determine your eligibility for the grant.

7. When each checklist item has a red checkmark beside it, you can submit the application by choosing **“Application is Complete”**. Application Checklist

This checklist is provided to help you complete the application.

All items must be complete before you can submit the application.

Select **Application is Complete** when you have completed the application. Applications not completed by the user in 5 days will be deleted.

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> High School
<input checked="" type="checkbox"/> First Address and Phone	<input checked="" type="checkbox"/> Previous College
<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Additional Information

8. Carefully read the **“Admissions Agreement”** and select **“I agree to the terms”** to continue the application submission. Admissions Agreement

You must agree to the terms below, or you will be directed back to the Application Menu page and your application will not be submitted. If you have questions, please reach out to Admissions and Records at admissions@jccc.edu or 731-425-8844.

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to Jackson State Community College or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed. In addition to the foregoing, the Tennessee Eligibility Verification for Entitlements Act requires and applicant for in-state tuition or state financial aid to attest under penalty of perjury that he or she is either a United States citizen or alien lawfully present in the United States.

By submitting this application, I am attesting that I am either a United States citizen or alien lawfully present in the United States or I am not requesting any state benefits including in-state tuition. I understand that this attestation is required by Tennessee law if I have applied for a state public benefit. I understand that Tennessee law requires me to provide documentation verifying the status indicated above prior to receipt of this state public benefit. I understand that knowingly and willfully making a false, fictitious, or fraudulent statement or representation shall subject me to liability under the Tennessee False Claims Act, Tennessee Code Annotated 4-18-101 et seq. I understand that if I am found to have made a false or misleading statement my admission may be rescinded or I may be disciplined by the college.

I understand that an offer of admission is conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based. If I am admitted to Jackson State, I agree to abide by the rules and regulations of the College.

By clicking “I agree to the terms” I am confirming the application I have filled out is my own work, the information is factually true and I am certifying agreement to the above statements.

9. Complete and return the JSCC Dual Enrollment application signature form which requires you and a parent or guardian to sign to the JSCC Admissions Office or your guidance counselor.

Important Note: Your application is not complete without the completed signature form.

10. Do you intend to use the Tennessee Dual Enrollment Grant provided for High School Juniors and Seniors?

- Complete the Tennessee Dual Enrollment Grant application at www.tn.gov/collegepays. Choose “TSAC Student Portal”. Complete the grant application by selecting the “Register” or “Sign In” option. Select Jackson State Community College for your school in the “College/University Information Section”. Remember, **YOU MUST APPLY** for each award year (example: 2020/21) that you wish to use the grant. Failure to do this will result in you being responsible for your course tuition.
- If you have college credit at another institution where you may or may not have used the TN DE grant, submit official copies of the transcript to the JSCC Admissions Office:

JSCC Admissions
 2046 N Parkway
 Jackson, TN 38301
 Fax (731) 425-2653

- Will you be using a grant with JSCC and another institution in the same semester? If so, you’ll need to 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 JSCC and the other institution. A TN DEG consortium agreement is a document signed by you and both institutions so each institution can receive your grant funds in the same semester.

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