

M.O.C.S. Start

Maximizing Opportunities for College Success

Dual Enrollment Student Handbook



A Special Welcome from Provost Hale

Welcome to the University of Tennessee at Chattanooga!

As a dual enrollment student, you are taking an important step toward your future by engaging in college-level learning while still in high school. This experience will challenge you, inspire you, and prepare you for the opportunities ahead.

At UTC, we are proud to support your academic growth and personal development. We encourage you to explore new ideas, ask questions, and take full advantage of the resources available to you.

We are excited to have you as part of our university community and look forward to seeing all that you will achieve.

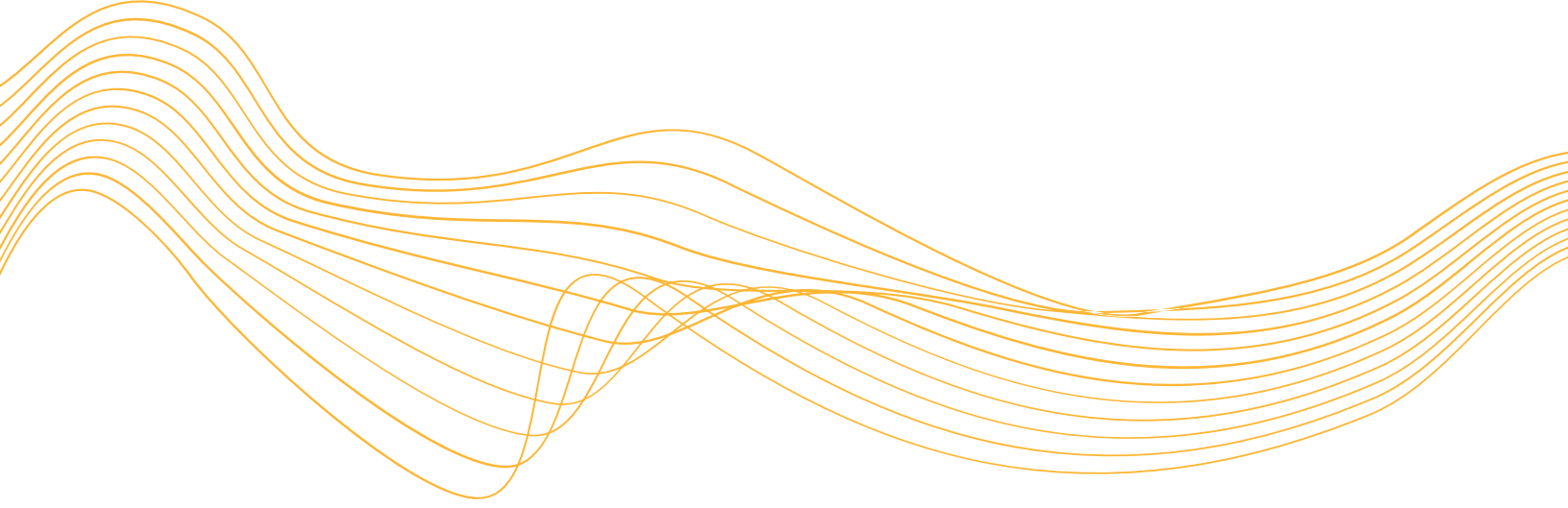


Jerold L. Hale

**Provost and Senior Vice Chancellor
for Academic Affairs**

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What is Dual Enrollment?

Simply put, dual enrollment allows high school junior and senior students to enroll in college classes to meet their high school graduation requirements while earning college credit. UTC's dual enrollment options include enrolling in courses on your high school's campus, online, or on UTC's campus.

Have you completed your sophomore year of high school and have a 3.0 GPA? ***You're eligible for dual enrollment.***

Get ahead. Be prepared.

Knock out a few college classes before you graduate from high school. You'll get a jump-start on your college career and be that much closer to your college degree. By taking a few college courses while you're still in high school, you get a taste of what your future holds. You'll be working alongside college students, completing the same assignments and meeting the same requirements.

The transition from high school to college will be that much easier. The credits you earn here can transfer as determined by the college/university where you enroll after high school.

UTC Dual Enrollment Checklist

Important Deadlines for each semester

Fall (August)=May 1st

Summer (May)=May 1st

Spring (January)=November 1

- **Apply for admission.** Complete the online application. Be sure to mark “Dual Enrollment” for the application type and specify the semester you want to start taking classes. Review a **"How-To" guide** to help with the application process.
- **Submit your high school transcript.** Send it from your high school or if you're homeschooled, from your umbrella organization. Address transcripts to: UTC Admissions, Dept. 5105, 615 McCallie Ave., Chattanooga, TN 37403. Transcripts may also be submitted electronically to **transcripts@utc.edu**.
- **Apply for state dual enrollment grant money.** Tennessee's Dual Enrollment Grant Program helps cover costs. **Learn more and apply for the grant online.**

- **Submit immunization record or waiver** *after receiving your UTCID# on your acceptance letter.* The university and the state require certain immunizations for attending UTC. Submit your immunizations **here**.
- **Class selection/registration.** Email your class selection(s) to **dual-enrollment@utc.edu** and we will register you after the immunization hold is satisfied.

- **Purchase books.** Search for textbooks/materials at the **UTC Bookstore**.
- **Pay** for books, fees, textbooks, parking, etc. through your MocsNet portal.

Enjoy your higher education experience!

UTC Dual Enrollment

Applying for Admission

1. Navigate to www.utc.edu/apply.
2. Click “Start Application”.
3. You will need to create an account with UTC using your personal information.
 - a. Fill out: First Name, Last Name, Email, Password and Repeat Password.
 - b. Please do not use a school email address when setting up your account. We encourage you to use a personal email. Communications from UTC is blocked to most school accounts.
4. Click “Register”.
 - a. Once the account is created you will (most likely) need to verify your email before logging into the application portal.
 - b. To verify your account, you will need to open the email account used to create the account and look for the email from UTC. Open it and click on the button in the email to verify. You may then return to the UTC Application portal to log in.
5. Once your email is verified, click the "Email / Username" field and fill out your newly confirmed credentials.
6. Once logged in, click "Admissions Applications".
7. Choose an application type and select “Undergraduate Application”
8. Click “Continue”.
9. Choose the type of student that best describes you and select “Dual Enrollment”.
10. Choose the term you want to enroll in dual enrollment classes at UTC
11. Click "What are you interested in studying?" and select "Pre-Major (Undecided)".
12. Continue working through the application. Verify all your information is correct and submit your application! Good luck and we hope to reach out to you soon!

Dual Enrollment Grant

Overview

The Dual Enrollment Grant (DEG) program is for students who are attending an eligible high school and who are also enrolled in college courses at eligible postsecondary institutions for which they will receive college credit.

The Dual Enrollment Grant program provides opportunities for students to earn an initial technical credential or a semester of college credit free of tuition and fees, while still pursuing a high school diploma.

DEG Application Deadline

Two-year and Four-year Eligible
Postsecondary Institutions:
June 30 deadline for all semesters
(fall, spring, and summer)

[Apply Now](#)

DEG Eligibility

1. To be eligible, the student must:
2. Be classified as a high school junior or senior if enrolling in Dual Enrollment courses at a two-year or four-year postsecondary institution;
3. Complete and submit the Dual Enrollment Grant application on-line by the deadline date as indicated below;
4. Meet admissions criteria for dual enrollment for the postsecondary institution to which the student will enroll as a dual enrolled student;
5. Maintain a minimum 2.0 grade point average for all postsecondary courses attempted under the Dual Enrollment Grant.

Termination Criteria

The grant is terminated once the student has no longer achieved a minimum 2.00 GPA while participating in the program or when the student has met the high school graduation requirements.

Out-of-Pocket cost per course at UTC is as follows (as of July 1, 2025)*

	UTC Charges	TSAC DEG pays	Out of pocket
Courses 1-5	\$200/credit hour	Up to \$200/credit hour towards class only	Books <i>(and fees, etc. if applicable)</i>
Courses 6-10	\$200/credit hour	Up to \$100/credit hour towards class only	Course cost difference plus books <i>(and fees, etc. if applicable)</i>

***Note:** Dependents of Tennessee State employees or Tennessee Licensed Public School Teachers may qualify for discounts on dual enrollment courses #6-#10.
Parents should check with their Human Resources personnel.

UTC Dual Enrollment

Academic Calendar

The academic calendar is divided into three semesters, Fall, Spring and Summer. It reflects important dates for deadlines such as: fee payment deadlines, registration for classes, withdrawing from classes, final exams, and university closures.

Please note that the calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies. The academic calendar can be viewed [here](#).

Undergraduate Catalog

The undergraduate catalog is a comprehensive publication that provides essential information about UTC's academic programs, policies, and services. It serves as a reference guide for students, faculty, staff, and prospective students, detailing key aspects such as:

- Institutional Regulations
- Advising, Orientation, and Registration
- Degree Programs
- Course Descriptions
- Student Services
- Academic Policies
- General Education
- Degree and Graduation Requirements
- University Colleges

Please note that the course offerings and requirements of the University are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication to the web, but there is no guarantee that they will not be changed or revoked. If changes occur, an addendum will be added to the catalog website. The undergraduate catalog can be accessed [here](#).

THE UNIVERSITY OF TENNESSEE **CHATTANOOGA** Dual Enrollment

UTC COURSES <u>WITH</u> ACT REQUIREMENT PRIOR TO ENROLLING	Online	HS	At UTC
BIOL 2100/2100L (4hr): Microbiology and Health/Lab (CHEM 1050/1050L or CHEM 1110/1110L)			x
CHEM 1050/1050L (3hr + 1hr): Principles of Chemistry/Lab (Math ACT 19 or MATH 1130 or 1710)			x
CHEM 1110/1110L (3hr +1hr): General Chemistry I/Lab (Math ACT 21 or MATH 1130 or 1710 with C)			x
ECON 1010 (3hr): Principles of Economics: Macroeconomics (Math ACT 19 or MATH 1010 or 1130 or 1710 or 1720 or 1830 or 1950)	x		x
ECON 1020 (3hr): Principles of Economics: Microeconomics (Math ACT 19 or MATH 1010 or 1130 or 1710 or 1720 or 1830 or 1950)	x		x
ENGL 1010 (3hr): Rhetoric and Composition I (English ACT 21-29)	x	x	x
ENGL 1020 (3hr): Rhetoric and Composition II (ENGL 1010 or 1011 with C or English ACT 30)	x	x	x
FIN 2010 (3hr): Personal Finance (Math ACT 19 or any college level math class)			x
MATH 1130 (3hr): College Algebra (Math ACT 19 or successful completion of Step Ahead Math or (transferred) MATH 1006 or 1007 with C)		x	x
MATH 1730 (4hr): Combined Precalculus (Math ACT 24 or MATH 1130 with C)			x
MATH 1830 (3hr): Calculus for Management, Life and Social Sciences (Math ACT 26 or MATH 1130 or 1710 or 1720 or 1730 with C)			x
MATH 1950 (4hr): Calculus with Analytic Geometry I (Math ACT 28 or MATH 1720 or 1730 with C)*			x
PHYS 1030/1030L (3hr + 1hr): General Physics—Mechanics and Heat/Lab (Math ACT 28 or MATH 1720 or 1730 or 1799 or 1830 with B; or MATH 1950)			x
PHYS 1040/1040L (3hr + 1hr): General Physics—Electromagnetism and Optics/Lab (PHYS 1030/1030L)			x
Course offerings and modalities are at the discretion of the academic departments.			



Scan here to see if your school has partnered with us!
 Email Dual-Enrollment@utc.edu with questions.

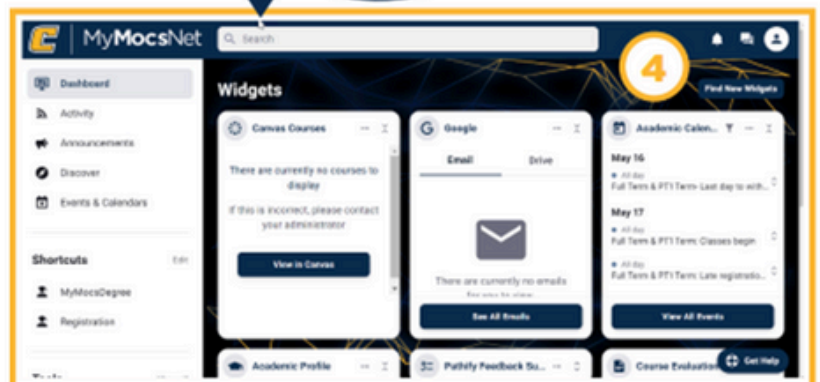
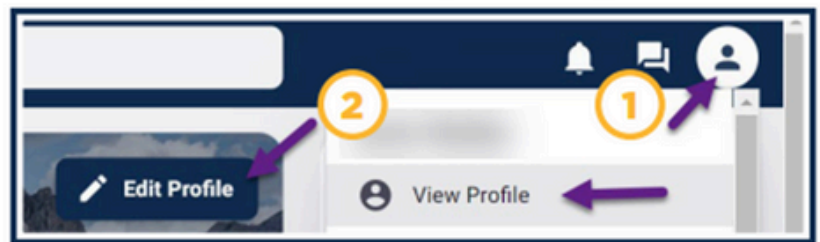
UTC COURSES <u>WITHOUT</u> ACT REQUIREMENT	Online	HS	At UTC
ANTH 1200 (3hr): Cultural Anthropology	x	x	x
ANTH 1500 (3hr): Anthropology Today: The Arc of Humanity			x
ART 1110 (3hr): Introduction to Art	x		
BIOL 1050/1050L (4hr): Life on Earth/Lab	x		
BIOL 1100 (3hr): Conservation of Biodiversity	x		
BIOL 1110/1110L (4hr): Principles of Biology I/Lab			x
BIOL 1120/1120L (4hr): Principles of Biology II/Lab (BIOL 1110/L with C)			x
CHEM 1010 (3hr): Chemistry and the Environment		x	
CHEM 1019/1019L (4hr): Light and Life: The Chemistry of Photography/Lab		x	x
CLAS 1200 (3hr): Legendary Rome: Epic Founders, Wicked Emperors, Saintly Martyrs	x		x
CLAS 2000 (3hr): Everyday Life in the Roman Empire	x		x
CRMJ 1100 (3hr): Introduction to the Criminal Justice System	x	x	x
ESC 1500/1500L (4hr): Intro to Environmental Science I/Lab			x
ESC 1510/1510L (4hr): Intro to Environmental Science II/Lab (ESC 1500/1500L with C)			x
ETR 1010 (3hr): Entrepreneurship: The Mindset and Skillset	x		x
FREN 1010 (4hr): Elementary French I		x	x
FREN 1020 (4hr): Elementary French II (FREN 1010 with C)		x	x
GEOG 1010 (3hr): Physical Geography	x	x	x
GEOG 1030 (3hr): World Geography	x	x	x
HHP 2220 (3hr): Public Health Essentials	x	x	x
HIST 1110 (3hr): Gods, Empires, and Power: The World to 1400	x	x	x
HIST 1120 (3hr): Making the Modern World: Globalization, Imperialism, & Revolution	x	x	x
HIST 2010 (3hr): Making the US: Cultures in Conflict through the Civil War Era	x	x	x
HIST 2020 (3hr): Remaking the US: Struggles for Freedom since the Civil War Era	x	x	x
HIST 2480 (3hr): African American History		x	x
LTAM 1750 (3hr): Introduction to Latin American Studies	x	x	x
MATH 2100 (3hr): Introductory Statistics		x	x
MUS 1110 (3hr): Introduction to Music	x	x	x
PSPS 1010 (3hr): American Politics	x	x	x
PSY 1010 (3hr): Introduction to Psychology	x	x	x
REL 1030 (3hr): Introduction to the Study of Religion	x	x	x
REL 1100 (3hr): Introduction to Western Religions	x	x	x
SOC 1150 (3hr): Sociology of Social Problems		x	x
SOC 1510 (3hr): Introduction to Sociology		x	x
SPAN 1010 (4hr): Elementary Spanish I	x	x	x
SPAN 1020 (4hr): Elementary Spanish II (SPAN 1010 C or better)	x	x	x
THSP 1090 (3hr): Public Speaking	x	x	x
THSP 1110 (3hr): Introduction to the Theatre	x	x	x
THSP 2800 (3hr): Introduction to Film	x		x

UTC MyMocsNet

When you join UTC, you become a Moc for life. MyMocsNet is a unified place for all the meaningful resources you'll need to ensure academic success. You'll be able to track every step of your academic progress, from tuition to grades.

Next Steps

1. Access your account.
 - Log in to mymocs.utc.edu with your UTC ID and password.
2. Set up your profile.
 - Update your profile image and About Me information.
3. Configure settings.
 - Go to your account settings and customize your account to your preferences.
4. Make MyMocsNet yours.
 - Customize your Widgets, Shortcuts, and Tools to quickly access important resources.



UTC Campus Resources

- Admissions/Advising/Registration Dual Enrollment: 423-425-4388 Dual Enrollment Services
- Bookstore: 423-425-4107 Bookstore
- Bursar: 423-425-4781 Bursar
- Career Connections: 423-425-4184 Career Connections
- Center for Academic Support & Advisement: 423-425-4573 CASA
- Center for Wellbeing: 423-425-4640 Center for Wellbeing
- Dining Services: 423-425-4200 Dining Services
- Disability Resource Center: 423-425-4006 DRC
- Financial Aid & Scholarships: 423-425-4677 Financial Aid & Scholarships
- Information Technology: 423-425-4000 Technology Help Desk
- Mocs Card Office: 423-425-2218 Mocs Card
- Mocs One Center: 423-425-5880 Mocs One
- Parking Services: 423-425-4051 Parking
- Student Outreach & Support: 423-425-2299 SOS
- Student Success Programs: 423-425-5871 Student Success Programs
- Student Support Services: 423-425-5235 Student Support Services
- University Health Services: 423-425-2266 University Health Services
- UTC Police Department: 423-425-4357 Police