MTSU
DUAL ENROLLMENT

STUDENT HANDBOOK

Updated Spring 2022

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Welcome!

On behalf of the MTSU community, we would like to welcome you to our Dual Enrollment program. We are pleased you have decided to participate and look forward to working with you.

As a Dual Enrollment participant, you have the unique opportunity to take challenging college coursework while still in high school. It is our hope that you will have a rewarding experience here at MTSU.

This student handbook will provide you with valuable information about policies and procedures, requirements and benefits, and the different ways you can engage with the MTSU community.

Contact the Dual Enrollment Office should you have any questions or concerns.

Best wishes for a successful and fulfilling MTSU experience!

Dual Enrollment Overview

What is Dual Enrollment?

The MTSU Dual Enrollment Program allows high school students to take college classes before they graduate. It's a great way for motivated students to get a head start on earning college credit, save money on tuition, and experience what it's like to be an MTSU student. Classes can be taken on campus, online, or at a student's high school.

Who can participate?

To take Dual Enrollment courses at MTSU, students must:

- Be a junior or senior in high school
- Have a minimum 3.0 high school GPA or an ACT composite score of 22
- Submit all required documentation and $25 application fee
- Have completed standardized testing (ACT/SAT/PSAT/Accuplacer)
- Most courses have additional requirements for participation. Contact the Dual Enrollment Office for questions concerning prerequisites, ACT subscores, etc.

Additional benefits of Dual Enrollment

- MTSU Student ID
- Access to all campus events (performances, free admission to athletic events) Access to the MTSU Campus Recreation Center
- Access to the James E. Walker Library
- Student discounts at various locations in Murfreesboro/Rutherford County
- MTSU tutoring at http://www.mtsu.edu/studentsuccess/tutoring.php
- Access to the MTSU Writing Center/Math Lab

The Dual Enrollment Office

The Dual Enrollment offices are located a few blocks from MTSU's main campus in the Miller Education Center, at the intersection of Bell Street, North Highland Avenue, and Greenland Drive. Parking is in the rear of the building, and is easily accessible from either Bell St. or Greenland Drive, across from Evergreen Cemetery.

We are in building "A." The entrance to this building is just beyond the MTSU Police offices. Our offices are in University College on the second floor. The elevators are to the right when you enter the building, and the reception area is through a doorway to the right when you exit the elevator. Feel free to call us if you have any trouble finding our offices.

503 E Bell St.
Suite 2100
Murfreesboro,
TN 37130

Dual Enrollment
University College
MTSU Box 54
1301 E. Main St.
Murfreesboro, TN
37132

615.898.5246

dualenrollment@mtsu.edu

Statement of Community Standards and Expectations

MTSU is committed to developing and nurturing a community devoted to learning, growth, and service. Each person who joins or affiliates with the community does so freely and accepts and practices the following core values and expectations.

Honesty and Integrity

The notions of personal and academic honesty and integrity are central to the existence of the MTSU community. All members of the community will strive to achieve and maintain the highest standards of academic achievement in the classroom and personal and social responsibility on and off campus.

Respect for Diversity

The MTSU community is composed of individuals representing different races, ethnicities, sexual orientations, cultures, and ways of thinking. We respect individual differences and perspectives and acknowledge our commonalities.

Commitment to Nonviolence

All members of the community are encouraged to participate in educationally purposeful activities that support and enhance the MTSU experience. Active involvement and personal investment in the classroom and throughout the community are hallmarks of an engaged citizen.

Engagement in the Community

MTSU is committed to the principles of nonviolence and peaceful conflict resolution. Community members will freely express their ideas and resolve differences using reason and persuasion.

You can read the full Student Code of Conduct Policy at the link below:

https://www.mtsu.edu/policies/student-affairs/540.php

Academic Misconduct

What is Academic Misconduct?

Academic misconduct may consist of acts of plagiarism, cheating, or fabrication.

Plagarism: The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. This includes self-plagiarism, which occurs when an author submits material or research from a previous academic exercise to satisfy the requirements of another exercise and uses it without proper citation of its reuse.

Cheating: Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination.

Fabrication: Unauthorized falsification or invention of any information or citation in an academic exercise.

Why is Academic Misconduct So Important?

An education at Middle Tennessee State University is a very valuable resource. By committing an act of academic misconduct, a student not only cheats him/herself, but the university as a whole. The risks associated with misconduct greatly outweigh the "reward" of a better grade. It just isn't worth it.

What Happens if I Commit Academic Misconduct?

Students found responsible for committing an act of academic misconduct, either directly or indirectly, through participation or assistance, are immediately accountable to the instructor of the class. In these instances, the faculty member has the authority to assign an appropriate grade for the exercise or examination, or to assign an F in the course, as is proportional to the nature and extent of academic misconduct. Outside of the grade penalty, there are numerous potential disciplinary sanctions that may be imposed for those found to have committed academic misconduct. These penalties include, but are not limited to: verbal or written reprimand, probation, suspension, or expulsion from MTSU. If you receive a letter notifying you of an allegation of academic misconduct, do not ignore it. It truly benefits you to be involved in the investigatory process.

Obtaining Your MTSU ID Number and BlueID Card

Your MTSU ID number or "M number"

This is the personal identification number assigned to you by the university. This number is used for all of your records at MTSU. Keep this number on hand and expect it to be used often. You will receive your M# after completing the MTSU admissions application.

MTSU Student ID (BlueIDs)

You can obtain your Student ID on the first floor of the Student Services and Admissions Center on campus once you have been accepted to MTSU. You will be asked to provide a photo ID, as well as your MTSU ID number (M-number).

The BlueID Office is open from 8:00-4:30, Monday-Friday.
The Student Services and Admissions Center is located at:
1860 Blue Raider Drive
Murfreesboro, TN 37132

There is a visitors' parking lot located directly in front of the building, next to the parking garage and behind the softball field. Check in at the first floor visitors' desk to obtain a temporary parking pass.

Setting Up Your Email and Pipeline MT Accounts

MTSU Email Account

This email account is used for all official communication between university faculty and staff and MTSU students. You will need to check this email account regularly.

Pipeline MT Account

This is the portal that students use to view their account information, register for courses, check their grades, and other similar functions. To create your Pipeline MT account, follow the link below:
www.mtsu.edu/changepw

Your MTSU Email account and Pipeline MT account are linked, and use the same username and password. You will need your MTSU ID/ M-Number to create your Pipeline MT account.

Follow this link for a video on how to activate and navigate Pipeline.

Your D2L Account

Follow this link for a short overview of how to use D2L:
https://www.youtube.com/watch?v=pHf3gDbZ9x0

MTSU's Desire2Learn Learning Environment is a complete web-based academic environment. Many of your instructors will use D2L for online quizzes, turning in papers, class discussion, etc. Log into D2L using your Pipeline username and password. Typically, D2L courses open to students 5 days before the start of the semester and remain open 10 days after the last day of classes.

Students taking online courses will have their entire course take place in the D2L environment, and will need to spend time familiarizing themselves with the program.

These students must login to D2L on the first day of class, and follow the instructions in the course syllabus about when and how often they need to login in order to be reported as attending class.

Your MTSU Parking Permit

If you are coming to campus for class or to use MTSU's facilities, you will need a permit to park on campus each semester. Your permit can be picked up at the Parking Services office. You will need your MTSU ID card (or a photo ID and your M- number), as well as your license plate number. Let them know you are a Dual Enrollment student and you will be issued a permit.

Each parking lot will have a sign at the entrance with color coding. Make sure you park in a lot that includes a Green tag marker, and don't park in metered parking with your parking tag showing. If you park in an unauthorized space, you will receive a parking ticket. If you are parked in an appropriate lot and receive a ticket because your parking pass is not on display, you can take your ticket and your parking permit to Parking Services within seven days of receiving the ticket to have it waived.

Parking Services is located at 205 City View Drive (on campus, just off East Main Street). Office hours are 7:30 a.m. to 5:30 p.m. Monday through Thursday and 7:30
a.m. to 4:30 p.m. Friday.

Textbooks and Course Materials

Most courses will require the use of a textbook and or other course materials. Some textbooks must be purchased through Phillips Bookstore on-campus, while others can be acquired from a variety of sources online and in-store.

Some courses use OERs (open educational resources), which are openly available texts and other media that do not have to be purchased.

Information about required course materials can be found in a number of places– in
Pipeline, on the instructor's syllabus, on the Phillips Bookstore website.

Any required course materials that must be purchased are an out-of-pocket expense for students, as the Dual Enrollment Grant does not cover these costs.

Dual Enrollment Fees and the Dual Enrollment Grant

How much does it cost?

In many instances, there is no out-of-pocket tuition cost to students. The standard in-state tuition rate for Dual Enrollment classes is $166 per credit hour. Most courses are three credit hours and cost $498. Some courses, particularly science courses and advanced math courses, are four credit hours. The student is responsible for other costs associated with their courses such as the cost of textbooks, class materials, and other miscellaneous course fees such as the laboratory fees associated with any science lab class.

What funding is available to MTSU Dual Enrollment Students?

For eligible students, the State of Tennessee's Dual Enrollment Grant provides funding for a student's first four Dual Enrollment classes. Once a student has exhausted these funding sources, eligible students can use HOPE Lottery Scholarship funds to cover a portion of the cost for additional courses.

How many classes can I receive funding for each semester?

For eligible students, the Dual Enrollment Grant and HOPE Lottery Scholarship can be applied to no more than three classes each semester. This means that any student who takes more than three classes in any given semester will be responsible for the entire cost of the additional classes.

What about student loans or other forms of financial aid?

Dual Enrollment students are not eligible to apply for student loans or other forms of financial aid.

Do I have to fill out a FAFSA?

No, Dual Enrollment students are not required to fill out the FAFSA.

Can I lose my grant?

Yes. A student must maintain a cumulative GPA of 2.75 in all dual enrollment classes while receiving the Dual Enrollment Grant to maintain eligibility for future semesters. If the Grant is lost, there is no opportunity to regain eligibility.

Dual Enrollment Grant Overview

- No exceptions can be made to the grant deadline established by the state.
- The grant is not need-based; any eligible student can receive it.
- Students must be Tennessee residents for one year prior to enrollment to be eligible.
- The grant can only be applied toward lower-division (1000-2000 level) courses.
- Students can receive the grant for a maximum of three courses per semester.
- To receive the grant for more than one course in a semester, students must meet HOPE Lottery Scholarship requirements of a 3.0 GPA or 21 ACT composite score as of that semester. (Home-schooled students must have a 21 ACT)
- In order to keep receiving the grant after the first semester, students must maintain a 2.75 GPA in all college classes taken while receiving the grant.
- Credit hours and GPA earned in Dual Enrollment classes do not count toward attempted hours and GPA for the HOPE Lottery Scholarship, but may count toward the student's undergraduate attempted hours and GPA.
- Beginning with a student's fifth grant-eligible course, additional grant funding is available at the rate of $100 per credit hour (a maximum of $300 per course). The student is responsible for the remaining balance owed, and the grant money is borrowed dollar-for-dollar from the first semester of a student's HOPE Lottery Scholarship.

What if I am taking Dual Enrollment Courses at another institution?

If you are taking Dual Enrollment classes at another institution during the same semester as your MTSU Dual Enrollment course, you will need to fill out additional paperwork. Please email our offices for information on using the grant at two institutions.

Fee/tuition payment deadlines:

Students are NOT required to submit any payment prior to the fee payment deadlines in August and January as long as they have submitted a Dual Enrollment Consent Form and grant application for the academic year. Instead, students will be allowed to pay any remaining tuition balances after the Dual Enrollment Grant has been applied to their accounts. Grades/transcripts can not be released until the balance is paid, and course registration for the next semester cannot be completed. Owed balances can be paid online, in PipelineMT.

Registering and Adding Classes

If there is a scheduling change regarding your Dual Enrollment courses, you should notify the Dual Enrollment office via email as well as your high school counselor. Before changes can be made, all factors will be considered– potential costs, high school schedule changes, effects on graduation, etc. Please note that your DE advisor will be available to discuss your Dual Enrollment coursework. Please email our office if you would like to schedule an appointment with your advisor at dualenrollment@mtsu.edu.

Students taking classes at their high school:
You will be registered for your courses by the Dual Enrollment office. You courses will be selected by you, in consultation with your high school counselor based on your preferences, eligibility, and the requirements for your high school diploma.

Students taking courses independently, both online and on MTSU's campus:
Once registration opens and you are ready to register for your courses, please speak to your Dual Enrollment advisor to help choose your classes based on your preferences, course availability, and prerequisite restrictions.

Dropping and Withdrawing from Classes

If you have questions about withdrawing or dropping any of your classes, you MUST notify the Dual Enrollment office, your high school counselor PRIOR to dropping the class.

There could be financial implications for dropping or withdrawing from any Dual Enrollment class, which may leave you owing a balance for classes you did not complete.

Your Grades and the Grading System

Dual Enrollment students will receive a high school grade and a MTSU grade for their course(s). A final grade will be posted at the end of the semester. A midterm grade (Academic Progress Report) will also be posted halfway through the semester.

This grade helps students to know how they are doing in their classes and where they need to improve. Both midterm and final grades are accessed in Pipeline, and located on the "Registration and Student Records" menu under Academic Records.

Your MTSU Transcripts

Please note that any colleges or universities to which you apply will request that you send an MTSU transcript for the college credits you earned as a Dual Enrollment student.

Official transcripts are available to order electronically (PDF), or printed. For more information, visit www.mtsu.edu/transcripts.

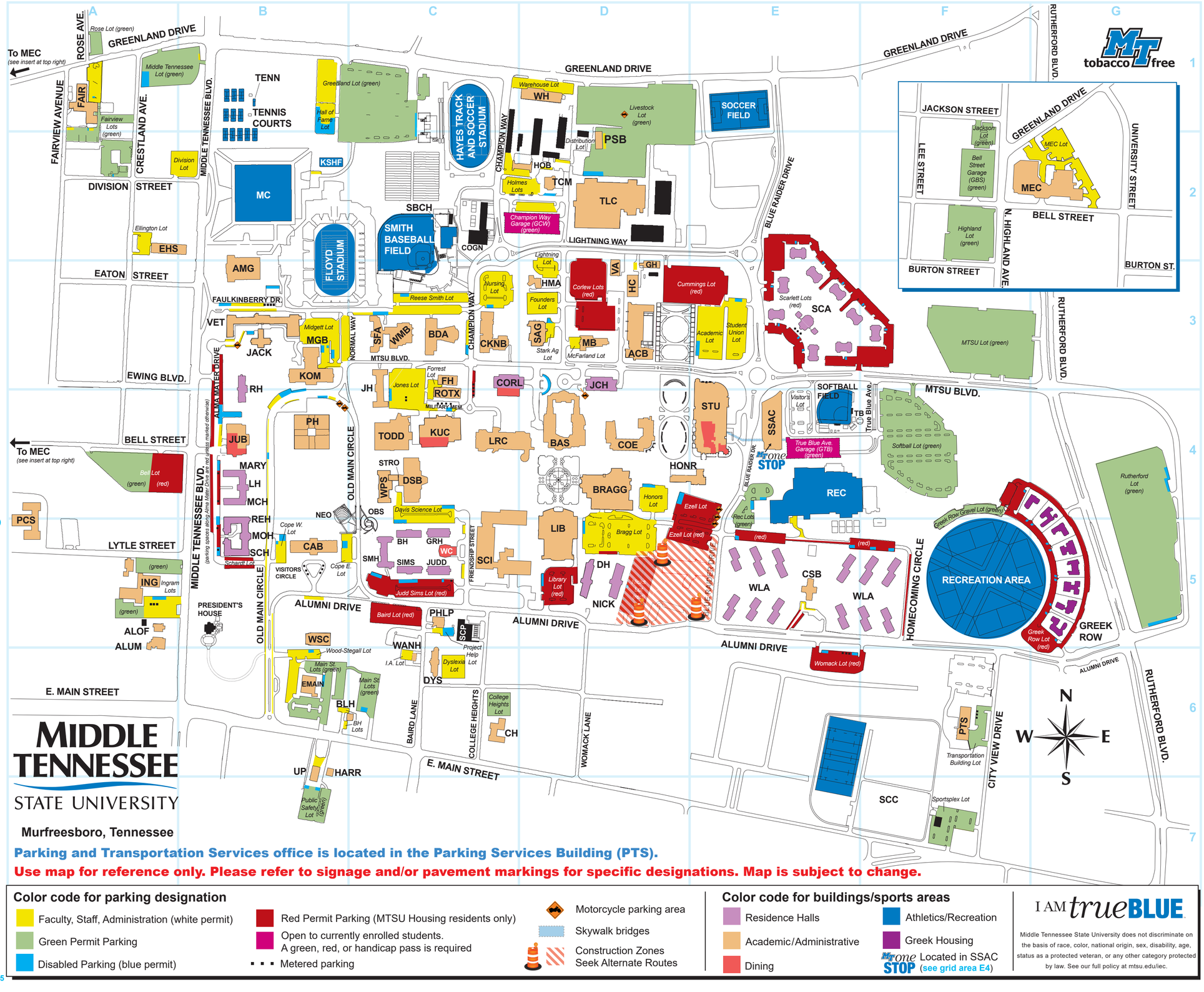
Unofficial transcripts may be accessed online using your PipelineMT account. Login to Pipeline. Select Registration & Student Records on the left-hand menu, then select Transcript View – Unofficial.

The Dual Enrollment office provides final letter grades to your high school upon request, but does not automatically send official transcripts.

2021–2022 Parking Map

Campus Map Legend *(addresses shown are for location only, NOT mailing)*

ACB Academic Classroom Building, 1751 MTSU Boulevard, D3
ALOF Alumni Office,2263 Middle Tennessee Boulevard, A5
ALUM Alumni House, 2259 Middle Tennessee Boulevard, A5
AMG Alumni Memorial Gym, 2610 Middle Tennessee Boulevard, B3
BAS Business and Aerospace Building, 1642 MTSU Boulevard, D4
BDA Boutwell Dramatic Arts Building, 615 Champion Way, C3
BH Beasley Hall, 323 Friendship Street, C5
BLH TCWNHA (Black House), 1417 East Main Street, C6
BRAGG John Bragg Media and Entertainment Building, 1735 Blue Raider Drive, D4
CAB Cope Administration Building, 315 Visitor's Circle, B5
CH College Heights Building, 1607 East Main Street, C6
CKNB Cason-Kennedy Nursing Building, 610 Champion Way, C3
COE College of Education Building, 1756 MTSU Boulevard, D4
COGN Central Utility Plant/Cogeneration Plant, 729 Champion Way, C2
CORL Corlew Hall, 1634 MTSU Boulevard, C3
CSB Central Services Building (Day Care Center), 1835 Alumni Drive, E5
DH Deere Hall, 1619 Alumni Drive, D5
DSB Davis Science Building, 422 Old Main Circle, C4
DYS Tennessee Center for the Study and Treatment of Dyslexia, 200 North Baird Lane, C6
EHS Ellington Human Sciences Building, 2623 Middle Tennessee Boulevard, A2
EMAIN 1403 East Main Street, B6
FAIR Fairview Building, 820 Fairview Avenue, A1
FH Forrest Hall, 543 Champion Way, C3
GH Greenhouse, 1724 Lightning Way, D3
GRH Gracy Hall, 321 Friendship Street, C5
HARR Center for Historic Preservation (Harrison House), 1416 East Main Street, B6
HC Horticulture Facility, 1714 Lightning Way, D3
HMA Housing Maintenance Annex, 657 Founders Lane, D3
HOB Holmes Building (Maintenance Complex), 836 Champion Way, D2
HONR Paul W. Martin Sr. Honors Building, 1737 Blue Raider Drive, D4
ING Sam H. Ingram Building, 2269 Middle Tennessee Boulevard, A5
JACK Tom H. Jackson Building, 628 Alma Mater Drive, B3
JCH Jim Cummings Hall, 1744 MTSU Boulevard, D3
JH Jones Hall, 624 Old Main Circle, C3
JUB James Union Building, 516 Alma Mater Drive, B4
JUDD Judd Hall, 217 Friendship Street, C5
KOM Kirksey Old Main, 612 Old Main Circle, B3
KSHF Emmett and Rose Kennon Sports Hall of Fame, 1320 Greenland Drive, B2
KUC Keathley University Center, 1524 Military Memorial, C4
LH Lyon Hall, 414 Alma Mater Drive, B4
LIB James E. Walker Library, 1611 Alumni Drive, D5
LRC Ned McWherter Learning Resources Center, 1558 Military Memorial, C4
MARY Miss Mary Hall, 414 Alma Mater Drive, B4
MB McFarland Building, 654 Founders Lane, D3
MC Murphy Center, 2650 Middle Tennessee Boulevard, B2
MCH McHenry Hall, 414 Alma Mater Drive, B4
MEC Andrew Woodfin Miller, Sr. Education Center, 503-509 Bell Street, (See inset at top right)
MGB Midgett Building, 612 Old Main Circle, B3
MOH Monohan Hall, 312 Alma Mater Drive, B5
NEO Naked Eye Observatory, 346 Old Main Circle, B4
NICK Nicks Hall, 1715 Alumni Drive, D5
OBS Observatory, 346 Old Main Circle, C5
PCS Homer Pittard Campus School, 923 East Lytle Street, A4
PH Peck Hall, 537 Old Main Circle, B4
PHLP Project Help, 206 North Baird Lane, C5
PSB Printing Services Building, 1756 Greenland Drive, D2
PTS Parking and Transportation Services, 205 City View Drive, F6
REC Health, Wellness, and Recreation Center (Health Services located inside the HWRC), 1848 Blue Raider Drive, E4
REH Reynolds Hall, 312 Alma Mater Drive, B5
RH Rutledge Hall, 526 Alma Mater Drive, B3
ROTX ROTC Annex, 531 Champion Way, C4
SAG Stark Agriculture Center, 651 Founders Lane, D3
SBCH Stephen B. Smith Baseball Clubhouse, 641 Champion Way, C2
SCA Scarlett Commons Apartments 1-9, 1858 MTSU Boulevard, E3
SCC Sports Club Complex, 2111 East Main Street, F7
SCH Schardt Hall, 312 Alma Mater Drive, B5
SCI Science Building, 440 Friendship Street, C5
SCP Satellite Chiller Plant, 215 College Heights, C5
SFA Saunders Fine Arts Building, 629 Normal Way, C3
SIMS Sims Hall, 215 Friendship Street, C5
SL Soils Lab, C6
SMH Smith Hall, 318 Old Main Circle, C5
SSAC Student Services and Admissions Center, 1860 Blue Raider Drive, E4
STRO Strobel Lobby, C4
STU Student Union Building, 1768 MTSU Boulevard, E4
TB Telescope Building, 1852 MTSU Boulevard, F4
TENN Buck Bouldin Tennis Center, 1210 Greenland Drive, B1
TCM Telecommunications Building, 732 Champion Way, D2
TLC Tennessee Livestock Center, 1720 Greenland Drive, D2
TODD Andrew L. Todd Hall, 542 Old Main Circle, C4
UP University Police, 1412 East Main Street, B6
VA Vocational Agriculture, 1704 Lightning Way, D3
VET Voorhies Engineering Technology, 1212 Faulkinberry Drive, B3
WANH Internal Audit (Wansley House), 209 North Baird Lane, C6
WC Woodmore Cybercafe, 319 Friendship Street, C5
WH Warehouse (Maintenance Complex), 1672 Greenland Drive, D1
WLA Womack Lane Apartments A-L, 1815 Alumni Drive, E5
WMB Wright Music Building, 1439 Faulkinberry Drive, C3
WPS Wiser-Patten Science Hall, 422 Old Main Circle, C4
WSC Wood-Stegall Center (Development and University Advancement), 120 Old Main Circle, B5



Parking and Transportation Services office is located in the Parking Services Building (PTS).

Use map for reference only. Please refer to signage and/or pavement markings for specific designations. Map is subject to change.

Color code for parking designation

- Faculty, Staff, Administration (white permit)
- Green Permit Parking
- Disabled Parking (blue permit)
- Red Permit Parking (MTSU Housing residents only)
- Open to currently enrolled students. A green, red, or handicap pass is required
- ▪ ▪ ▪ Metered parking
- Motorcycle parking area
- Skywalk bridges
- Construction Zones Seek Alternate Routes

Color code for buildings/sports areas

- Residence Halls
- Academic/Administrative
- Dining
- Athletics/Recreation
- Greek Housing
- MyOne STOP Located in SSAC (see grid area E4)

I AM trueBLUE

Middle Tennessee State University does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, or any other category protected by law. See our full policy at mtsu.edu/iec.