

UT Martin Dual Enrollment Student Checklist

APPLICATION PROCESS:

- Tennessee Dual Enrollment Grant Application**
Submit an application online for the academic year.
- UTM Dual Enrollment Application**
Submit an application online for the term.
- Consortium Agreement**
If you will be taking a course with two or more institutions during the term, you must complete a consortium agreement for the institution listed on your Tennessee Dual Enrollment Grant Application for the term.
- Dual Enrollment Program Consent Form**
If you are a new student participating in the program, complete a consent form with a parent and submit it to dualenrollment@utm.edu. Electronic signature will not be accepted.
- EVEA Verification**
If you will be turning 18 during the term, send a copy of your driver's license, official birth certificate, or valid passport to dualenrollment@utm.edu.
- Official Transcript from Previous Institution**
If you have previously taken a course at another institution, request an official transcript be sent directly to the UTM Dual Enrollment Coordinator at 538 University Street, 110 Gooch Hall, Martin, TN 38238.

AFTER YOU RECEIVE YOUR "READY TO REGISTER" EMAIL NOTIFICATION:

- Register for Course(s)**
Register for your course(s) using instructions in your "Ready to Register" email notification from *Future Now*.
- Sign Up for Duo Two-Factor Authentication**
Install DUO on your Smartphone or request a token. Instructions for downloading the software can be found at:
<https://utm.teamdynamix.com/TDClient/2421/ITS-Portal/KB/ArticleDet?ID=131009>
- Purchase/Rent Required Course Materials**
Required course materials can be found at <https://utm.bncollege.com/>.

