



Instructions for Completing Dual Credit Paperwork

Students

1. Please use blue or black ink (not pencil)
2. **Press firmly** and make sure all information is printed **clearly and legibly**.

Teachers

Once you have received students' completed forms:

1. Separate the Permission to Test forms from the Applications for Admission.
2. Alphabetize each stack of forms separately.
3. Sign the Permission to Test forms as the school official.
4. Provide a printed roster of all students who will be testing (legal names, not nicknames), along with their email addresses.
5. Email the roster and both sets of alphabetized forms to testing@volstate.edu and dualenrollment@volstate.edu. You may also fax them to 615-230-3473.

NOTE:

Students will be required to pay the \$25 test administration fee prior to testing.

Payment options:

- Before Test Day
 - Call the Testing Center at 615-230-3484 to pay by debit or credit card.
- On Test Day
 - Bring cash, check, or money order made payable to VSCC.



Dual Credit Permission to Test

Office of K12 Partnerships
1480 Nashville Pike
Gallatin, TN 37066
v. 615-230-3742
f. 615-230-3745

** Please print clearly and firmly, with blue or black ink (not pencil).

Name: _____ High School: _____

Vol State Student ID or Social Security Number: _____

Student Phone: _____ Student Email: _____

Certification of Eligibility

Based upon the successful completion of specific CTE high school course(s), I recommended that the above-named student attempt the Dual Credit assessment(s) for the following course(s) selected below.

Select Course(s)	Vol State Course	Test Score Received	Credit Earned
	AHC 115 Medical Terminology		
	BUSN 1302 Keyboarding with Word Processing		
	BUSN 1310 Business Communications		
	BUSN 2380 Principles of Marketing		
	CRMJ 1010 Intro to Criminal Justice		
	CRMJ 1360 Intro to Crime Scene Investigation		
	INFS 1010 Computer Applications		

*College credit will be granted for a passing score of 70% or higher.

High School Official

I certify that this student has met the requirements to sit for the test(s) selected above.

Signature of High School Official: _____ Date: _____

Student

I understand that I am responsible for paying the \$25 testing fee prior to testing, and that I will receive college credit for earning a score of 70% or higher.

Please select a payment option below:

- Before test day: Call the Testing Center (615-230-3484) to pay \$25 with a debit or credit card.
- On test day: Bring cash, check, or money order for \$25 (made payable to VSCC).

Student Signature: _____ Date: _____

For College Use Only:
Credit Awarded:

AHC 115 _____ BUS 1302 _____ BUS 1310 _____ BUSN 2380 _____ CRMJ 1010 _____ CRMJ 1360 _____ INFS 1010 _____

Completed By: _____ Date: _____



Dual Credit Application for Admission

Office of K12 Partnerships
1480 Nashville Pike
Gallatin, TN 37066
v. 615-230-3742
f. 615-230-3745

** Print clearly and firmly, with blue or black ink (not pencil).

Name: Last First Middle Social Security Number:

Mailing Address: City: State: Zip:

Date of Birth: Month Day Year

Have you always lived in Tennessee? [] Yes [] No (If no, when did you move to TN? ___/___/___)

Citizenship: [] US Citizen [] Permanent Resident [] Refugee [] Political Asylee [] Non-Immigrant Visa Holder

Race/Ethnicity: 1. Do you consider yourself to be of Hispanic/Latin/Spanish Origin? [] Y [] N

2. Select one or more of the following racial categories to describe yourself:

- [] White [] American Indian [] Asian
[] Black or African American [] Native Hawaiian or Other Pacific Islander

Sex: [] Male [] Female

Email (Please print): Phone Number:

High School: Anticipated Graduation Date:

I understand I am requesting admission to the College specifically for the purpose of receiving dual credit, and, I am giving the College permission to release my dual credit exam scores to the high school in which I am enrolled. I certify that all of the information within this application is complete and accurate to the best of my knowledge. I understand that withholding information requested in this application or giving false information may make me ineligible to receive credit for any dual credit exam that I have taken.

The College reserves the right to release to any student his/her transcript, grade report, or degree for failure to comply with admission requirements or to pay accounts due at the College.

Student Signature: Date:

*Please submit this form to the Office of K12 Partnerships, 1480 Nashville Pike, Gallatin, TN 37066, or by email dualenrollment@volstate.edu, or by fax to 615-230-3745.

Persons with Disabilities: If you are in need of accommodations or accessibility assistance due to a disability, please contact the Access Center in the Ramer Administration Building (Room 143), or call 615-230-3472.

Volunteer State Community College Safety and Security Information

Pursuant to the provisions of Tennessee Chapter no. 317, an act known as the "College and University Security Information Act", the VSCC Student Safety Handbook, containing the annual crime statistics and crime rates for crimes occurring on campus, is distributed each semester and upon request. This handbook contains other safety, security, and parking information. The handbook can be obtained by contacting the VSCC Campus Police Department, Randy and Lois Woods Campus Center, Room 115, at 615-230-3595.

Social Security Number Notice

In accordance with the Privacy Act of 1974, applicants for admissions, applicants requesting credit, and enrolled students are advised that the requested disclosure of their Social Security numbers to Admissions is voluntary. Students who do not provide the college with Social Security numbers will be assigned a special nine-digit number. This number of the Social Security number will be used (a) to identify such student records as applications for admission, registration and course documents, grade reports, transcript requests, certification requests and permanent academic records, and (b) to determine eligibility, certify school attendance, and report student status. Students are notified, however, that only the Social Security number may be used as an identifier for grants, loans, and other financial aid programs according to federal regulations. The student's Social Security number will not be disclosed to individuals or agencies outside Volunteer State Community College except in accordance with institutional policy on student records.