Austin Peay State University
CLARKSVILLE ✦ TENNESSEE

# STUDENT HANDBOOK

DUAL ENROLLMENT 2025-26

Letter from the President

Welcome! You have taken a big leap by choosing to begin your college career early through dual enrollment. We are proud to welcome you to Austin Peay, where teams of talented and dedicated faculty and staff are prepared to help you be successful here and beyond. Your journey toward the future you envision for yourself has now begun, and a college education is a fantastic first step. Work hard, ask lots of questions, and take initiative. We are here to support you every step of the way!

Let's Go Peay!

Mike Licari, APSU president
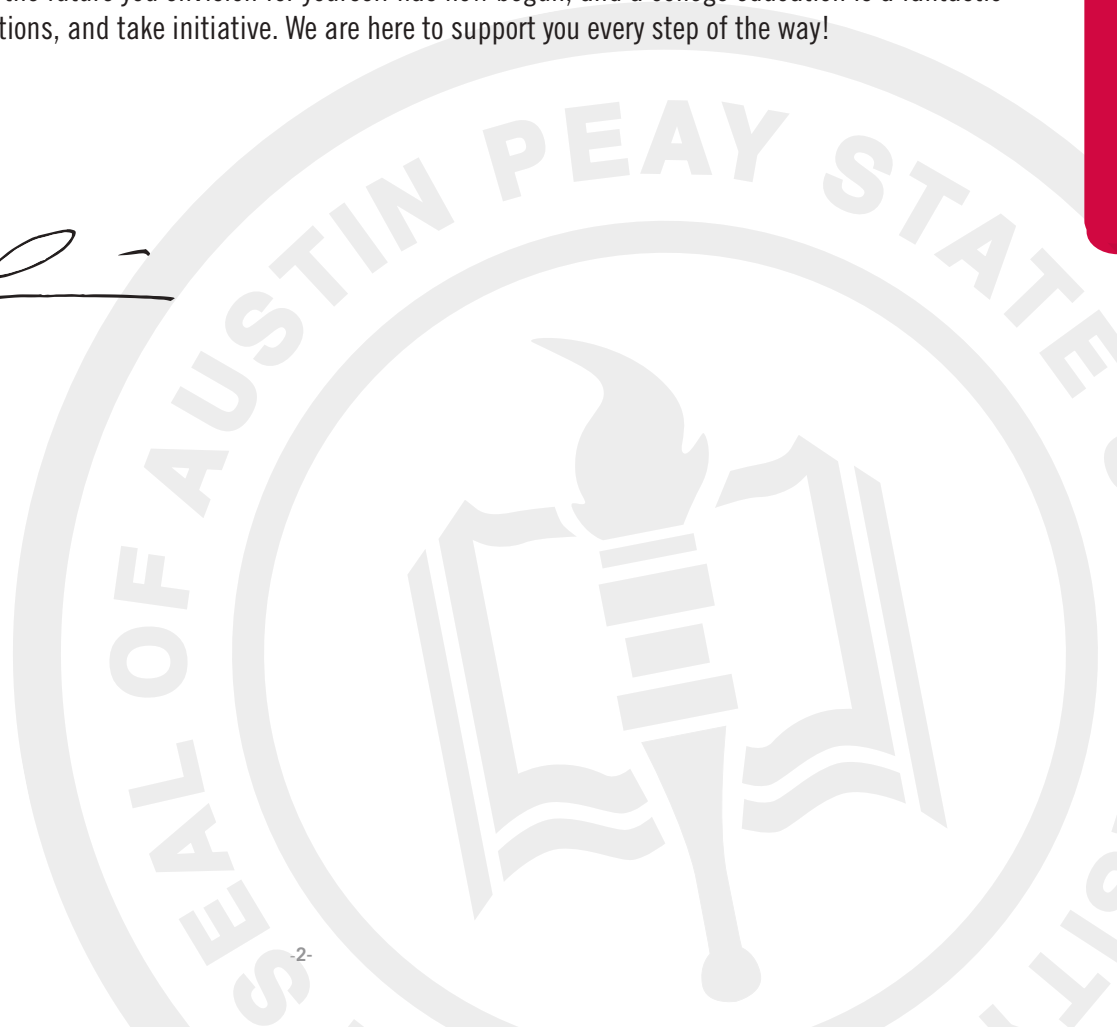
Academic Calendar

The academic calendar is a vital resource for all students, outlining essential dates and deadlines throughout the semester. You can find the complete list of important APSU calendar dates by following this link: **apsu.edu/academic-calendar.**

Key points:

1. **Add or Drop Deadlines:** Be aware of the specific dates for adding or dropping courses, as these affect your course payment responsibilities.
2. **Withdrawal Dates:** Familiarize yourself with the withdrawal dates to make informed decisions about your courses.
3. **Graduation Application Deadlines/ Commencement:** If you are pursuing an associate degree, make sure to check the deadlines for submitting your graduation application.

Staying informed about these dates will help you navigate your academic journey successfully.

Requirements for Dual Enrollment Admission

1. High School GPA: 3.00 unweighted
   OR
   ACT: 21 composite ACT score
2. Completion of online dual enrollment application: **apply.apsu.edu/portal/applytoday**
3. Parent/guardian authorization form
4. High school counselor recommendation form
5. A current high school transcript

Registration for Dual Enrollment

1. Students will submit course requests for the current or upcoming term in their Slate application portals. Dual enrollment students are only able to register for 1000-2000 level courses.

2. Once submitted by the student, the course request will go to the high school counselor indicated by the student on their dual enrollment application, to approve.

3. Once approved by the high school counselor, it will go to APSU to review and approve.

4. One APSU has approved, the student will be registered for the course within 24 hours depending on course availability.

5. If your course request is denied for any reason, you will not be registered for the course. You must resubmit your course request for a different section.

6. If you do not meet the below course placements or they are not listed on your transcript, your course request will be denied by APSU or your high school counselor.

If you are wanting to take a course either in-person or online at APSU's Clarksville campus and not at your high school, you can view the available schedule of classes at: **apsu.edu/registrar/schedclasses.**

Note: Although you may be admitted to the program by meeting the above criteria, some entry-level courses will require college-level (ACT or equivalent) or high school scores:

ENGL 1010: ACT E-18, ACT R-19 or A/Bs in High School English and History
MATH 1010 or MATH 1710: ACT M-19 or A/Bs in High School Algebra II
MATH 1530: ACT M-19, ACT E-18, ACT R-19 or A/Bs in High School English, History, and Algebra II
CHEM 1010/1011: ACT M-19, ACT E-18, ACT R-19 or A/Bs in High School English, History, and Algebra II

ACT Credit for Courses:

28-30 on ACT English section = credit for ENGL 1010
31-36 on ACT English section = credit for ENGL 1010 & ENGL 1020

After Application Submission:

TSAC Grant

1. Have students apply for the Tennessee Lottery Dual Enrollment Grant online at **collegefortn.org/tsacstudentportal** by the deadlines listed by TSAC. Students must have lived in state of Tennessee for at least one year. *

   *Fort Campbell High School students who do not meet this requirement should speak with their counselor and the office of dual enrollment.

2. Ensure that they are directing their grant to Austin Peay State University for our office to be able to award funding.

3. We suggest that eligible students wait until the grant has been applied prior to paying off their balance. The grant is typically applied to student accounts around the mid-way point of each semester.

4. Contact our office if you would like for the grant to be applied to any 1-credit hour courses as we do not automatically apply grant funds to these. Many students prefer to use the grant for the larger (more expensive) 3-credit hour courses.

5. The grant does not cover the course if a student drops after the first day of classes. Deadlines for drop dates follow the academic calendar schedule (subject to change).

Consortium Agreements

1. Any student who takes courses from two different collegiate institutions during the same term must have a consortium agreement completed by the student and the host schools, which can be found here: **apsu.edu/financialaid/consortium.**

Listing the "Home" School

1. The college that the student lists on the grant application is the "Home" school and will receive the grant funds. The other school is the "Host" school and will receive funds from the "Home" school. The high school dual enrollment contact will need to inform both schools by the deadline and initiate the student's portion on the home school's form. Contact the "Home" school for the appropriate form.

2. Students must maintain a college GPA of 2.0 or higher to maintain eligibility. Eligibility cannot be reinstated once lost.

DUAL ENROLLMENT PROGRAM FEE STRUCTURE 2024-2025

TSAC grant awards are dependent on the student remaining eligible.

3 CREDIT HOUR COURSES				
Course #	Tuition	TSAC Grant		Student Pays
1-5	$582.75	$582.75		$0
6-10	$582.75	$300		$282.75

4 CREDIT HOUR COURSES			
Tuition	TSAC Grant		Student Pays
$777	$777		$0
$777	$400		$377

Tuition = $185 and 5% Access Fee for a total of $194.25 per credit hour

Textbooks and Additional Fees

1. The requirement for textbooks varies by class, and instructor textbook expenses are NOT covered by the grant or APSU. These are the financial responsibility of the student.

    a. Some courses require students to 'opt out' of the textbook obligation within a certain timeframe if the student does not plan on utilizing it for the course. This should be listed in the syllabus and/or course information. If they do not 'opt out' within that time frame, the cost of the textbook or program will be automatically added to the student's account.

2. Additional fees are added to student accounts if taking online courses per academic department policy or science courses w/ accompanying lab courses. These are **NOT** covered by the grant.

Dependent Discounts

Dependent discounts are available for qualifying students at **apsu.edu/student-account-services/discounts.**

These must be submitted by the deadline set by Student Account Services for each semester.

Paying Tuition

Charges for student courses, fees, etc. not covered by the TN Dual Enrollment grant remain the student's obligation unless they properly withdraw from the university. If students withdraw before the first day of class, they will not incur tuition liability. After the first day, students will be responsible for the charges in accordance with the fee adjustment schedule. Not attending class does not relieve the student from their financial obligation or entitle them to a refund.

• Payments may be made online via OneStop or in-person (cash or check) at the cashier's windows in Ellington from 8:30 a.m.-4:30 p.m., Monday through Friday.

• Payment instructions and additional details may be found here: **apsu.edu/student-account-services/payments.**

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OneStop

Students may pay fees, add or drop classes, view grades, check APSU email, request student transcripts, view textbook requirements and more. To log in, go to **onestop.apsu.edu** and enter your APSU username given in your admissions letter.

• If you have trouble logging in, contact the GOVSTECH Help Desk at **govstech@apsu.edu** or call 931-221-4357 (HELP).

• **To check your student schedule,** you will need to log into OneStop, click 'Web Self-Service', click the 'Student' tab at the top, 'Registration', and then 'Student Detail Schedule'. You may view specific details on your courses for each term such as location, course times, instructor contact information, and semester start and end dates.

• **To view required textbooks,** you will need to log into OneStop, click 'Web Self-Service', click the 'Student' tab at the top, "Registration," and then "Student Printable Schedule with Textbook Express."

Note

The first time you select the "Email" icon in OneStop, you will be directed to the initial account setup page for your student email account. You will be asked for your password. After completing all the necessary information, don't forget to press the "Submit" button. If you need further assistance, please visit the "Help" tab in OneStop, contact the GOVSTECH Help Desk at 931-221-4357, or email **GOVSTECH@apsu.edu.**

## APSU Email System (Office 365)

APSU email through the Office 365 system is the official means of communication to students at APSU. Correspondence between the university and students will be sent to the students' email accounts; other email accounts will not be used. Please check your APSU student email in OneStop regularly for important emails from the Office of Dual Enrollment. Students should always email their instructors from this account.

Set up and check student email

Check your APSU student email daily.
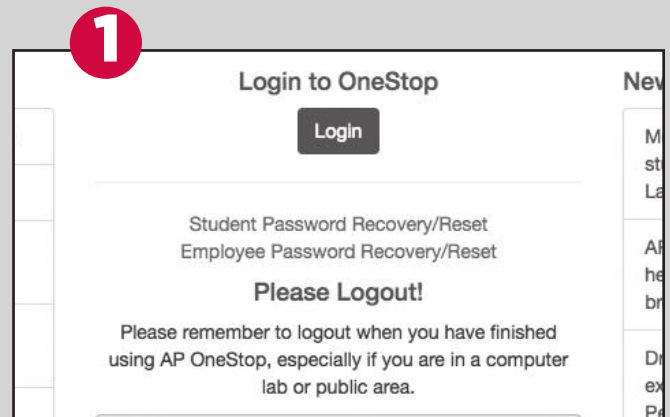
1. Log into your personal OneStop account at **onestop.apsu.edu.**
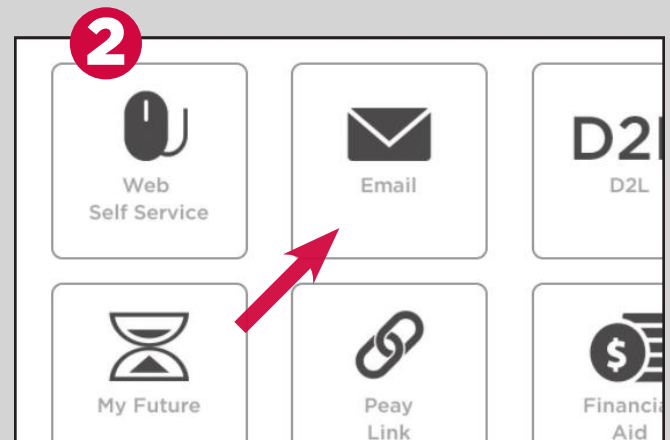
2. Click on the **"Email" tab** on the main OneStop screen.

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Registrar's Office

The Office of the Registrar maintains student academic records (courses, grades, GPA, transcripts, course substitutions, etc).

Transcripts

Students may request their academic transcript online through OneStop, by mail, or in-person at the Registrar's Office. For more information, please visit **apsu.edu/registrar/resources/rsr/tr.**

FERPA Release Form

Allows students to authorize the release of confidential academic and account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons, such as their parents/guardians. Students may log into OneStop, go to Web Self Service, and click FERPA Release of Confidential Information Form to fill out the form. A student will need this FERPA release on file in order for the dual enrollment office to talk to parents about the student's information. **Even if a student is under the age of 18, they are protected by FERPA.**

Graduation

Dual enrollment students who will complete all associate degree requirements must apply for graduation. Visit **apsu.edu/graduation** for detailed information about graduation and the application deadlines for degrees.

Dropping and Withdrawing from Class

Not attending class does not remove the student from the class, relieve students from their financial obligations, or entitle them to a refund. Students who withdraw before the first day of class will not incur tuition liability. Please review the academic calendar for course drop/withdrawal deadlines for a given term at **apsu.edu/academic-calendar.**

Grade Reporting

Midterm and final grades are requested from instructors and reported to high school counselors for each term pending instructor input. This includes final numeric and letter grades. The Office of Dual Enrollment is not able to view individual grades (assignments, quizzes, exams, etc.). Questions related to individual grades need to be directed to the instructor/student.

Appealing University Decisions

Any student may appeal the assessment, application, calculation, collection or interpretation of any university fee, charge, deposit or refund. Please visit **apsu.edu/appeals** for more information.

APSU Ann Ross Bookstore

The bookstore provides course materials and other items to support students' academic careers, including study guides, notebooks, backpacks, electronics, spirit items, apparel and much more. Please visit **apsu.edu/bookstore** to view services offered.

Distance Education (Online Classes, Technology, Learning)

The Distance Education website (**apsu.edu/online**) has a wealth of information for students including an Introduction to Online Courses Guide with FAQs, helpful tips, and a directory of student resources, and technology training.

Important Tips to Get Started

Access to courses in D2L will begin two business days before the official start of classes. Log into your online courses the first day and continue to check them daily. Online courses are not self-paced; courses begin and end on specific dates and classwork has assigned deadlines. Refer to the syllabus posted within each course for more information about the class's format and deadlines. Stay up-to-date on assignments. As an online learner, it is your responsibility to manage your time and keep track of assignment due dates. Reach out to faculty and use academic support resources as much as needed to stay successful in your courses.

LOG IN TO DESIRE2LEARN (D2L)
Access online courses and online tutoring information.

You can log in to D2L in two different ways.

1

Login to OneStop
Login

Student Password Recovery/Reset
Employee Password Recovery/Reset
Please Logout!
Please remember to logout when you have finished using AP OneStop, especially if you are in a computer lab or public area.

Through your personal AP OneStop page at **onestop.apsu.edu.**

OR

1

Austin Peay State University
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Welcome to APSU Online!
Log in to view your courses.
Take the following System Check to ensure your device is properly configured to use D2L: Syste
Password Recovery/Reset

Username *

Password *

Log In

2

Email   D2L   Degree Compass

On your OneStop homepage, click the button labeled **"D2L."**

Directly through the D2L homepage, **elearn.apsu.edu,** using your AP OneStop login information.

* Online courses will be visible on the first day of classes as listed in the academic calendar.

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Austin Peay State University
CLARKSVILLE · TENNESSEE

Self Registration   Calendar   ePortfolio   Brightspace Help

My Courses ⌄   Announcements ⌄

French   Physics   Welcome to D2L Daylight!
Posted Jun 12, 2018 11:01 AM
Please feel free to take a look around!

Show All News Items

Astronomy   American History

View All Courses   Help ⌄
Introduction to Online Courses

Still having problems?

For issues logging in or any trouble using D2L, please contact Distance Education Support at 931-221-6625 or online@apsu.edu. Training videos are available online at **apsu.edu/online.**

That's it. Your personal D2L page will appear with your classes in the center pane of the screen and you will be able to navigate your online classes easily.

Online Tutoring

Free one-on-one tutoring is available for you. It is available on-demand through the "Resources" tab in your courses in D2L, 24/7 and can assist you in many subjects. More information about this important service is available at **apsu.edu/online/technology/onlinetutoring.** The online tutoring does not provide writing assistance.

Center for Academic Support & Enrichment

The Center for Academic Support & Enrichment provides instruction and support that assists students with their academic success. The LRC offers free peer tutoring for most core courses. Peer tutoring and SLA workshop classrooms are in the Marks Building. For more information, visit **apsu.edu/parents/orientation/academic-resources.**
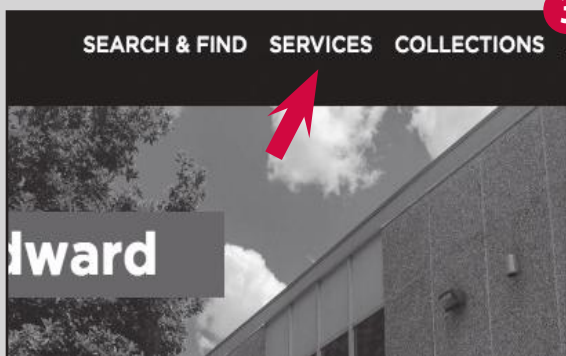
Library Information

The Woodward Library provides comprehensive services and support to meet all of your information needs. For more information, please visit **library.apsu.edu.**

ACCESS THE WOODWARD LIBRARY ONLINE

Search and navigate a wide array of academic resources while on campus.
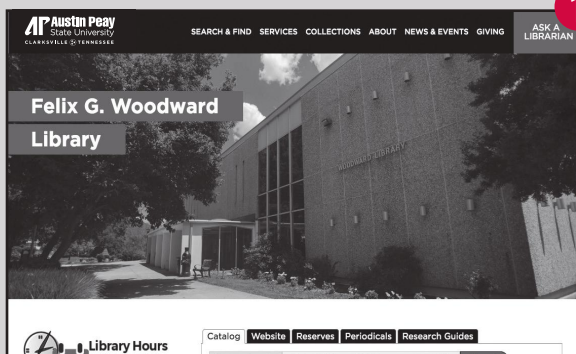
Go to library.apsu.edu to find the homepage of the Felix Woodward Library.
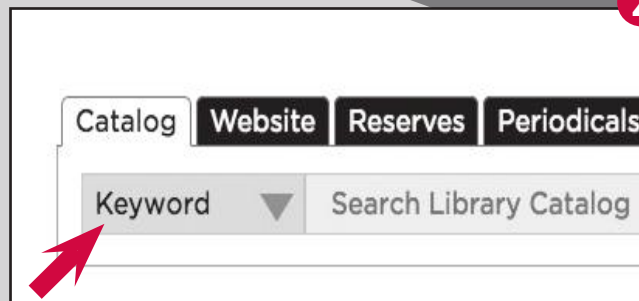
Use the search bar and menu tabs above the bar to locate resources you are looking for directly from the homepage.

Use the tabs in the navigation bar to navigate databases of articles and published research, as well as other services and information the library offers.
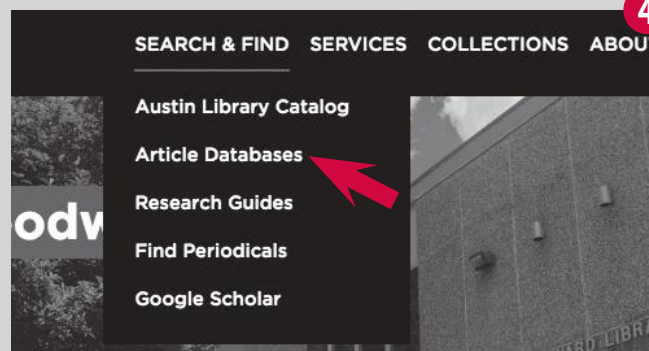

To find scholarly articles and books, go to "Article Databases" under the "Search & Find" tab.

5 On the next page, use "All Subjects" to browse resources by subject area.
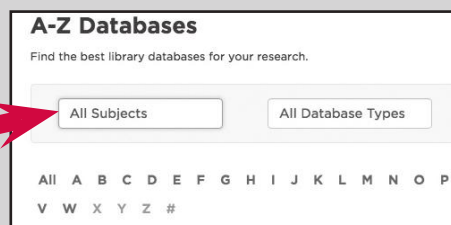
The Writing Center

The Writing Center, located on the main floor of the Woodward Library, provides assistance with any paper for any class in any writing style. For more information on this helpful resource visit: **apsu.edu/writingcenter.**

Testing Services

The Academic Testing Center offers ACCUPLACER, ACT on Campus, CLEP, etc. For more information or to schedule a testing session, visit **apsu.edu/testing.***

Please note that certain tests require a fee to complete registration and is the student's responsibility to pay.

Student Disability Resource Center

The SDRC provides advocacy and academic assistance to students with physical, mental or learning disabilities enrolled at APSU. The center coordinates accommodations for registered students and serves as a liaison for students with areas across campus. For more information about requesting accommodations, please visit **apsu.edu/disability.**

Govs ID Card

The Govs Card is your lifeline to campus engagement. It is used to access the library, attend athletic events, etc. For information on how to download your Govs ID Card, please visit **apsu.edu/govscard.**

IMPORTANT: About This Handbook

The policies, procedures and programs of APSU are continually reviewed. Every effort is expended to ensure this handbook represents accurate information at the time of publication, but it cannot be guaranteed that information contained herein will not change. This handbook does not constitute a contract between the university and the student. APSU may cancel or revoke any part of this handbook without notice. The university reserves the right to make changes as required or as needed to dates, programs, events, policies and regulations and rules, as well as determine the effective date for such changes. Failure to read this handbook does not exempt students from following regulations, requirements, procedures and policies described herein.