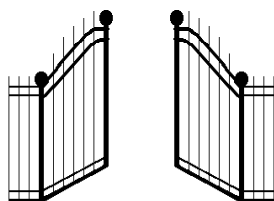


# Gateway Christian Schools

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## Dual-Enrollment Guidelines

**Students must be enrolled with Gateway for the school year in which they plan to do dual enrollment.** *Be sure your application includes the new High-School Educational Plan form with specific high-school course titles and planned credit assignments for all subjects.* Our new applications are available in the summer before each year and we begin processing applications for the coming year by June 1. Please write “Dual Enrollment” in the upper right of the Gateway application. We strongly suggest that all necessary paperwork be sent *together*. We are usually able to send out recommendation letters and sign consent forms for dual enrollment two weeks after the student is enrolled for that year. **Students not enrolled at Gateway for 2011-12 and not approved by Gateway for dual enrollment by the first day of college classes will not receive high-school credit for their dual-enrollment classes.**

When applying for dual or joint enrollment, remember that you are dealing with two schools– the high school (Gateway) and the college. You must meet the requirements of both institutions in order to be eligible for dual/joint enrollment. All students who plan to take college classes must be enrolled at Gateway and approved by Gateway for dual-enrollment, even if they do not plan to get high-school or college credit.

**Current grades must be turned in to Gateway** early enough to allow our Dual/Joint-Enrollment Department to review and post them on the transcript. Be sure Grade/Attendance Reports include the date each semester ended, parent’s signature, and appropriate course titles, grades and credits. If the Dual-Enrollment Department encounters problems with the grade reports, they will contact the parent to discuss revisions. Please read carefully the teacher instructions on the back of the grade report as well as the high-school guidelines in order to record grades properly and avoid delays.

**Report ACT/SAT scores.** ACT/SAT scores of students who use our high-school code (431-421) when registering for the test are automatically sent directly to Gateway as well as to the parents. If, however, our high-school code was not used, the parent should send us a copy of the results. Please mention recent ACT/SAT scores in your correspondence when applying for dual enrollment so that we can ensure their inclusion. Keep in mind that most colleges require the student to have taken an ACT or SAT and to have an appropriate score in order to be accepted for dual enrollment. (Many colleges require at least a 17 on the pertinent subsection.)

**Fill out Gateway’s Dual-Enrollment Form** at least two weeks before you want Gateway to send information to the college. Be sure to include all necessary information with this form (enrollment paperwork; course descriptions; college dual-enrollment forms, if applicable; ACT/SAT scores, etc.).

**Supply Gateway with a copy of the course description(s)** from the college catalog for the courses that the student plans to take at the college. (Must be included with Gateway’s Dual-Enrollment Form.)

**Fill out the online form at TSAC** if you desire to receive the **Tennessee Dual-Enrollment Grant** (usually \$300 per class). TSAC is no longer accepting paper copies of the grant form. You can find the link at TSAC's website: [www.tn.gov/CollegePays](http://www.tn.gov/CollegePays).

**Please allow at least two weeks for completion of this process.** Dual enrollment paperwork requires more than just our signature. Please note that Gateway must:

- Verify Gateway enrollment for appropriate school year (Remember that students must be enrolled with Gateway for the year in which they will be dual enrolled before dual-enrollment paperwork can be processed.)
- Make sure that current grades are received and post all high-school grades on the transcript
- Check for updated ACT/SAT scores and post on transcript
- Calculate and post student's GPA
- Determine appropriate high-school credit for specified college course(s) based on student's updated transcript
- Send forms to the college or university, keeping copies of all forms for the student's file

**Not all college courses have a high-school equivalent.** A high-school credit can sometimes be earned by completing three to six college "credit hours." Some college courses are beyond the scope of high school while others are too narrow to cover the full scope of a high-school course. If the student has taken the course previously, no high-school credit will be given. A Gateway counselor must determine whether the chosen college course can receive high-school credit.

**Gateway students are required to do a minimum of 50% of their studies at home. Students must take some core courses at home** to remain a part of the Gateway program. Gateway's Home-Education Program is not intended for private instruction by anyone other than parents/guardians. Dual/joint enrollment may be used to supplement home studies. Students taking **all of their courses** at another institution, however, will not be considered students of Gateway. Also, please note that as soon as a student completes the minimum requirements for graduation, he/she is considered a graduate. Diplomas will be mailed approximately two weeks after we receive final grades.

**Gateway students must not take enough college classes to be considered a full-time student at college.** Students who become full-time at another school (college or otherwise) would be considered withdrawn from Gateway's program. Most colleges consider students to be full-time when they take 12 college credit hours per semester. Those who are considered full-time students at another school (college or otherwise) would be considered withdrawn from Gateway. Similarly, students should not take enough college classes to complete their freshman college year while registered at Gateway. Most colleges consider the freshman year complete when the student has earned 30 college credit hours. Students who complete the freshman college year before high-school graduation become ineligible for most scholarships.

**Check with the college** admissions counselor, website, or catalog for more information. You can usually obtain information about the Tennessee Grant Form (for dual enrollment) and a consent form (if required) from the college.

The **Tennessee Student Assistance Corporation (TSAC)** administers the Tennessee Dual-Enrollment Grant (and the Tennessee Hope Scholarship for college students) with funds from the Tennessee lottery. (See [www.CollegePaysTN.com](http://www.CollegePaysTN.com).)

**The Gateway Dual-Enrollment Department is here to help you with dual enrollment.** You, the parent, however, are primarily responsible for making sure that everything is in order and all requirements have been met. We have more than 1500 juniors and seniors each year and many request dual-enrollment services. We handle such requests on a first-come, first-served basis. Our phone lines are often busy due to the nature of our counseling services. If you are unable to reach us by phone, you may fax your request to (901) 454-9814, leave a voice message on our main phone line (901) 454-1606, or email us at **Gateway\_@BellSouth.net**. **Address your requests to the Dual-Enrollment Counselor.**