

# Spring 2026

## Dual Enrollment Handbook



**CARSON-NEWMAN**  
A CHRISTIAN UNIVERSITY

Dr. Catherine Bowery

Director of Dual Enrollment

# Welcome to Mossy Creek!

We are excited to welcome you to the Carson-Newman Dual Enrollment Program on the banks of Mossy Creek! You are part of Carson-Newman's story, a historic institution that has been transforming lives and communities for 174 years.

There are flexible modalities for Dual Enrollment through Carson-Newman, including on-campus courses, online courses, and courses offered through our site partners. We pray that the time you spend at Carson-Newman as a student will be fulfilling and help advance your educational and career goals. You are welcome on campus and have access to our resources, including facilities, the library, and peer tutoring, among other resources. This handbook is designed to help students and their families learn more about our Dual Enrollment Program, directions for applying to the program, accessing C-N resources, and to share important information regarding the Tennessee Dual Enrollment Grant, as well as links we believe you will find helpful.

To schedule a tour or a campus visit, please contact the Dual Enrollment Director, Dr. Catherine Bowery, or the Co-Director of Admissions, Jamie Hamer. Please do not hesitate to contact us if you have any questions. Mr. Hamer will be able to assist with Dual Enrollment and Undergraduate Admission to Carson-Newman. We are happy to walk this journey with you!



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# Carson-Newman's Dual Enrollment Program Information

## Eligibility & Requirements

Carson-Newman invites exceptional high school juniors and seniors to earn college and high school credits through our Dual Enrollment Program. Dual Enrollment is offered to juniors and seniors with a minimum of a 3.0 GPA OR a minimum of a GPA of 2.0 with a 19+ ACT composite score, 1030 SAT (combined Evidence-Based Reading, Writing and Math), or a 63 Classical Learning Test (CLT). Students must seek permission from their high school to take Dual Enrollment courses and must submit their official high school or homeschool transcript. Students may take up to 14 credit hours of Dual Enrollment per semester at C-N.

## Dual Enrollment Options

There are various modalities available for Dual Enrollment courses through Carson-Newman's program.

**On Campus** - Students may commute to in-person classes on our historic and beautiful campus. This provides students with an authentic college classroom experience. This also includes access to facilities and services available to all C-N students. NOTE: In-person courses must align with attendance obligations for their regular high school schedule.

**Online**- Students may take online courses during the fall, spring, and summer semesters. Carson-Newman offers a wide variety of 15-week and accelerated 7-week online courses in the fall and spring. Summer online courses range from 3 to 14 weeks. Eligible high school students may pursue general core course options required by most 2- and 4-year colleges. Online courses are asynchronous, which means students access and manage all coursework (assignments, lectures, etc.) and instruction on their own time. These course options allow convenience and flexibility for busy high school students.

**Site Partners**- Carson-Newman partners with various high schools and homeschool programs. Students may take Dual Enrollment courses at their high school, with an approved instructor, who could be a high school teacher teaching a Dual Enrollment course or a Carson-Newman professor visiting the high school to teach a Dual Enrollment course.

## Attendance

Carson-Newman enforces attendance. In-person courses must align with the attendance obligation for their regular high school schedule.

## Why Carson-Newman?

Through the Dual Enrollment Program at Carson-Newman, you will receive a transforming, Christ-centered, and academically rigorous education by taking college courses and earning both high school and college credit. Once you are an Eagle, you will always be an Eagle. Talons Up!

*But those who trust in the LORD will find new strength. They will soar high on wings like eagles. They will run and not grow weary. They will walk and not faint. -Isaiah 40:31*

## Benefits of Dual Enrollment

- Completion of core educational courses required at most colleges while earning high school credits
- Learn from experienced full-time and adjunct professors in their field
- Opportunities for on-campus, online, and site partnership courses
- Access to C-N facilities, events, and student resources
- Automatic acceptance for seniors applying to C-N as first-time undergraduates
- Save hundreds of dollars on tuition costs

## Carson-Newman Admissions Steps for Dual Enrollment Students

### Step 1: Apply for Dual Enrollment Admission- <https://www.cn.edu/apply/>

There is no application fee at Carson-Newman.

- Create an account as a first-time user to access the application using a personal email address
- Create a password that's 16 characters long that includes upper-and-lower-case letters, numbers, and special characters, and reuse it when returning to your admissions application
- Select the application designed for a First-Time Undergraduate and choose Dual Enrollment as your student classification
- Important information needed for application completion:
  - Home address and contact information
  - Social Security Number
  - Proof of Residency (i.e., driver's license, learner's permit, or government-issued ID)
- Electronically sign your full name and click "submit."
- Once admitted, no additional Dual Enrollment applications are required.

### Tips for the application:

- If you have a middle name, please include your middle initial/name on your application for your C-N email purposes.
- If you have a Social Security number, please ensure that you enter it correctly on your application.
- Correspondence with Admissions will be sent to the email address that was supplied on the application.

**Step 2: Send Transcripts to [jhamer@cn.edu](mailto:jhamer@cn.edu), or [cbowery@cn.edu](mailto:cbowery@cn.edu).**

This will include your high school transcripts and transcripts from other colleges or universities with which you have taken dual enrollment.

**Step 3: Submit Test Scores**

If you have taken the SAT, ACT, or CLT, please send test scores to [jhamer@cn.edu](mailto:jhamer@cn.edu), or [cbowery@cn.edu](mailto:cbowery@cn.edu). Test scores are not required for acceptance unless you have a GPA under 3.0. Students with a GPA of 2.9 or lower must have a composite ACT score of 19 or higher to dual enroll at C-N.

**Step 4: Complete the Dual Enrollment Grant**

If you are a Tennessee resident, you may qualify for the grant. Please visit

<https://www.collegefortn.org/dualenrollment/>.

***Grant funding cannot be awarded to the student's account until the application is complete and eligibility is verified.*** Carson-Newman has a deadline of September 15 for the fall semester and February 15 for the spring semester.

If a student has dually enrolled at another university and received the Dual Enrollment Grant, the transcript from that respective institution must be submitted to the Admissions Office. It must then be evaluated by Financial Aid before the grant can be awarded.

The grant will cover the first five dual enrollment courses, while courses six through ten will be awarded \$100.00 per credit hour (not to exceed \$600.00 per course). Technology fees, labs fees may still apply. The textbook(s) are the responsibility of the dual enrollment student/family.

**Step 5: Complete the Carson-Newman Dual Enrollment Agreement-** A dual enrollment agreement form must be completed by the student, a parent/legal guardian, and (unless in a homeschool program) a school official such as a guidance counselor. A student cannot be registered until a completed form is on file. The Dual Enrollment Agreement form can be accessed at [www.cn.edu/dualenrollment](http://www.cn.edu/dualenrollment).

## Registration

Students will be registered for classes by the Director of Dual Enrollment or the Co-Director of Undergraduate Admissions. Once accepted, the Admissions Team will notify the students of their C-N email address and ID number, which will enable access to all C-N Student Resources such as MyCN, Canvas, and C-N Email. Classes for the spring 2026 term will be held from January 12 to April 30. Students will be able to see their schedules and course information on MyCN.

### Steps for E-Confirming Registration

When you have been successfully registered for a course, you will be required to E-Confirm the registration of the course(s) you will be taking. You will need to E-Confirm each semester you take C-N Dual Enrollment.

Steps:

1. Log in to MyCN (you can access MyCN from the homepage of Carson-Newman's website)
2. Once logged into MyCN, please click "Student Finance"
3. Click "E-Confirm" (phone scroll to bottom OR computer at the top)
4. Check your account
5. Scroll down to answer the yes/no question (phone-turn phone horizontally)
6. Read the promissory note
7. Scroll down to sign name
8. Submit (phone-turn the phone back vertically OR computer-black bar far left corner)

If you have any questions regarding E-Confirming, please call 865-471-3209.

### Courses Offered

Dual Enrollment courses are available for 100/200-level college courses. Students should seek courses that are accepted by their high school district. We advise students to seek counsel from their guidance counselors before registering for C-N courses.

Please be advised of possible prerequisites for courses. Please see the C-N Course Catalog for prerequisites and course descriptions.

<https://catalog.cn.edu/courses?page=1&cq=>

### Withdrawing from a Course

At the beginning of the semester, there is a short time period when students can drop a course without the course reflecting on their college transcript. However, once this date has passed, the student will receive a "W" for Withdrawal on their college transcript and is responsible for all fees/tuition for the course. After the last day to withdraw as a "W," the student who drops a course will receive a "WF" (Withdraw Fail) on their transcript, which calculates as an F.

**See dates below for the Spring and Summer of 2026:**

**Session A Courses (First 7 Week Courses)**

- Monday, January 12- Last day to add/drop a class without a grade or fee
- Friday, February 13- Deadline to drop a course with a grade of “W” on their transcript
- After February 13, the student will receive a “WF” on their transcript if they drop the course

**Session B Courses (Second 7 Week Courses)**

- Monday, March 9- Last day to add/drop a class without a grade or fee
- Friday, April 10- Deadline to drop a course with a grade of “W” on their transcript
- After April 10, the student will receive a “WF” on their transcript if they drop the course

**Full-Term Courses (Full Semester)**

- Friday, January 23- Last day to add/drop a class without a grade or fee
- Friday, April 10-Deadline to drop a course with a grade of “W” on their transcript
- After April 10, the student will receive a “WF” on their transcript if they drop the course

**Full-Term Summer Courses (Full Semester)**

- Monday, May 11- Last day to add/drop a class without a grade or fee
- Thursday, July 2- Deadline to drop a course with a grade of “W” on their transcript
- After July 2, the student will receive a “WF” on their transcript if they drop the course

**Please speak with your high school counselor about adding or dropping a course. To drop or add a course on the C-N side, please contact the Director of Dual Enrollment.**

## **Costs & Grants**

### **How much does the Dual Enrollment Cost?**

The Dual Enrollment tuition rate is \$174 per credit hour plus a \$10 per credit hour technology fee, so if you were taking a 3-credit-hour course, it would be a total of \$552 to take the course.

### **How do I apply for the Tennessee Dual Enrollment Grant?**

The Tennessee Dual Enrollment Grant is a valuable resource for Tennessee residents that covers most Dual Enrollment courses. Students must complete all appropriate paperwork and meet all eligibility requirements.

The student must create a student portal account and register on the Tennessee Student Assistance Corporation (TSAC) website- <https://www.collegefortn.org/tsacstudentportal/>. You will use this website to apply for the grant once you create an account. The TSAC Student Portal will say “Ready to Certify” when the grant has been added to their TSAC account.

### **What does the Tennessee Dual Enrollment Grant Cover?**

For the 2025-2026 school year, the Tennessee Dual Enrollment Grant covers full tuition and technology fees toward your first five courses. Additionally, the grant will cover \$100.00 per credit hour, excluding technology fees, for courses six through ten. Students must maintain a minimum 2.0 GPA to keep the grant.

The Tennessee Dual Enrollment Grant does NOT cover textbooks and materials, so it is the student's or family's responsibility to cover these costs.

### **The Tennessee Dual Enrollment Grant application deadlines for Carson-Newman:**

- September 15 for fall semester
- February 1 for spring semester

## **FAFSA**

The FAFSA is the Free Application for Federal Student Aid, which applies only to students who have completed high school or passed the HiSet or GED Exam. Students typically will file the FAFSA in October of their senior year. Please note that FAFSA does not help cover Dual Enrollment costs.

## **Payments**

The Treasurer's Office is charged with the responsibility of accurately posting charges and payments to students' accounts, as well as regular account notification and the collection of amounts due. You can see your bill online through MyCN. Students/Families can ask questions regarding their bill and make payments through Student One Stop at 865-471-3209 or [sos@cn.edu](mailto:sos@cn.edu). Student One Stop is open Monday-Friday, 8:30 am to 4:30 pm EST. If you have not paid a remaining balance, you may be placed on a financial hold, which means you are not able to register for future courses until this is resolved.

To see your billing account and summary, visit MyCN and click on the Financial Information tab on the left-hand side of the screen.

## **FAQs**

### **What do I need to do if I want to attend Carson-Newman when I graduate high school?**

The C-N Office of Undergraduate Admissions will help you throughout this process.

Students are required to submit the Admissions Application for a First-Time Undergraduate Student, available online at <https://www.cn.edu/apply/>

### **Do Dual Enrollment courses transfer to other institutions?**

Carson-Newman is fully accredited by the Southern Association of Colleges and Schools (SACS) and courses taken through the Dual Enrollment Program are transferable to other accredited institutions. However, it is the decision of the Registrar's Office at the respective institution to determine how the credits will transfer and be applied. It is the responsibility of the student to contact the institution he or she plans to attend to ensure that the courses and credit hours will transfer with no discretion.

**How much does it cost to participate in the Dual Enrollment Program?**

Dual Enrollment tuition is \$174 per credit hour, \$10 per credit technology fee. Please see the Tennessee Dual Enrollment Grant website for more information-  
<https://www.collegefortn.org/dualenrollment/>

**How many credit hours of Dual Enrollment am I permitted to take?**

At Carson-Newman, students may take up to a maximum of 14 credit hours of Dual Enrollment a semester.

**Who teaches Dual Enrollment Courses?**

C-N faculty teachers and adjunct teachers at our site partners teach Dual Enrollment courses. All faculty and adjuncts are missionally aligned with providing a Christ-centered education for students to reach their full potential as educated citizens who selflessly serve their communities, both locally and globally.

**Does tuition cover textbooks/course materials?**

Students are financially responsible for purchasing (ordering) course textbooks. The title of the textbook(s) for a course can be found on the students' MyCN account under their class schedule.

## **Carson-Newman Resources for Dual Enrollment Students**

**C-N Email**

Once you are accepted, you will receive a welcome email to the email address listed on your application. Typically, C-N student email addresses are designed as first initial, middle initial, and last name. Please check your C-N email address daily!

**C-N Canvas**

This is our learning management system. It is like Google Classroom. Your instructors will share with you Canvas course requirements. If you are taking any Dual Enrollment courses online, Canvas will be where you will find your course.

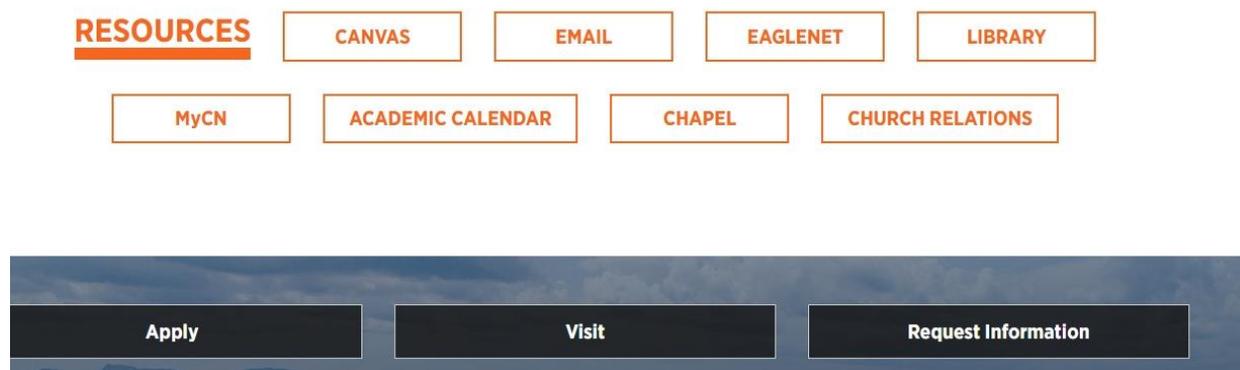
**MyCN**

This is a centralized portal where you can access your financial aid information, student billing, course schedule, course catalogs, and unofficial transcripts.

**C-N Library**

Dual Enrollment students have access to library research resources. Students can access Research Guides and Databases from their location. You can also text/chat/email/call a librarian for help. Please visit <https://cn.libguides.com/home>

To access these resources, please visit <http://www.cn.edu/> and scroll down near the bottom of the page. There will be a resource section in orange that looks like this-



## Student ID Cards

Dual Enrollment students can receive a C-N student ID card, which gives them access to campus facilities, sporting events, and other campus resources. Students will need a C-N student ID card to enter the C-N games (for free), use our facilities, and check out books. Having a C-N ID card symbolizes your academic achievement as a college student while still in high school

### Steps to Register for an ID Card:

**Step 1:** Please visit the C-N Department of Public Safety website-  
<https://www.cn.edu/life-at-c-n/public-safety/>

**Step 2:** Fill out the Student ID Registration Form found under the Student ID Registration tab

**Step 3:** You will need to upload a picture to the Student ID Registration Form. You may pick up your ID Monday-Friday between 8:00 am and 4:30 pm. Please allow 1-2 business days for processing.

### Photo Requirements

- Color photo (no filters)
- Taken within the last 6 months to reflect your current appearance
- Taken in full-face view, directly facing the camera
- Taken with a neutral facial expression (preferred) or a natural smile, and with both eyes open
- No hats or sunglasses or other accessories that may obstruct the view of the face (clear glasses are permitted)
- If you use a smartphone to take a picture, please hold the phone in the horizontal orientation

## C-N IT Tips

### What if I have forgotten my C-N password or need to reset it?

You can click on this link to reset your password-

<https://passwordreset.microsoftonline.com/>

You can call the IT Help Desk at 865-471-3506 or email [ithelpdesk@cn.edu](mailto:ithelpdesk@cn.edu)

Walk-In Help Desk: Monday- Friday, 8:30 a.m. – 4:00 p.m.

To view other IT resources, please visit <https://www.cn.edu/life-at-c-n/information-technology-services/>

## Course Catalog

There are several ways to locate the Catalog.

1. Visit <https://catalog.cn.edu>
2. Visit <https://www.cn.edu/about-carson-newman-university/administration/registrars-office/wman> University
3. Visit <https://www.cn.edu> and click on the magnifying glass on the top right-hand corner. You will then click on the Registrar's Office link located on the left-hand column under "About" section. This will take you to the Registrar's website.

We are thankful you chose Carson-Newman for your Dual Enrollment journey! Please let us know if you need any assistance or have any questions.

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