

NEEDED ITEMS TO BE COMPLETE THE BETHEL APPLICATION and DUAL ENROLLMENT GRANT PROCESS

YOU MUST HAVE THE FOLLOWING INFORMATION TO COMPLETE

Social Security Number

Email Address: (Other than your school address)

Home Address & Phone Number

Parent Email Address & Phone Number

BEGINNING APPLICATION

Click link in email or

Visit bethelu.edu, click apply, click dual enrollment application, scroll down, click dual enrollment new student application

- 1) Create New Account
- 2) Fill in your personal information and create an account
- 3) Click Applicant Information on left hand side
- 4) Choose Dual Enrollment for Application Type
- 5) Choose 2020-FA in the drop down when you do plan to attend
- 6) Intended Major: Undecided for Non Associate Degree
Intended Major: General Studies for Associate Degree
- 7) Do not have to fill in Career Objectives
- 8) Start completing application. Make certain you put dashes in phone numbers and social security numbers. It will not take your application if not.
- 9) Once all is complete, hit Save and Next. If not correct, it will not let you continue. Review and correct errors.
- 10) NEXT PAGE: Add a High School. Find your school in the drop down. Click on your high school
DO NOT Put your GPA or Rank
Put your Graduation date as follows: 05/25/2022
If you have previously taken courses at another college, use the drop down box to find the college.
DO NOT Put your ACT Score
Click Save and Next
- 11) NEXT PAGE: Click Add Contact Information
If you live with parents, you can click the same address button
Click Contact Type and fill in the information
YOU DO NOT have to complete Fax, Title or Institute
Click Save and Next
- 12) NEXT PAGE: FERPA
If you live with parents or guardian and are claims, select first button under FERPA Status
Click Add FERPA Information
Complete Name of Parent/Guardian, Select Yes and Create FERPA Code as shown
Hit Save and Next
If you do not, select correct button and hit Save and Next
- 13) NEXT PAGE: FINANCIAL PAGE

At the bottom select box by Student Signature and click OK
Fill in parent/guardian information; select box by signature and click OK
Hit Next

14) NEXT PAGE: DUAL ENROLLMENT GRANT AGREEMENT

At the bottom select box by Student Signature and click OK
Select Box by Parent/Guardian Signature and click OK
Hit Next

15) Review Application. If all is correct, go to bottom of page, click box to left of I AGREE and then click Submit Application

16) Click OK

17) Click Register for Dual Classes Form

18) Fill in the form completely

19) Bottom of form asks if you would like to be your TRADITIONAL APPLICATION TO BETHEL, if so click yes; if no select no. You also have the option to want more information.

20) Hit Submit

21) YOU ARE READY TO COMPLETE DUAL ENROLLMENT GRANT; You should be at the New Student Dual Enrollment Registration. Select the hyperlink stating <https://cliplink.tsac.tn.gov/studentsignon/> in the middle of the form

22) Create A Login

23) Fill in all information on this form. Make certain you write down your username, password and challenge questions. You will be using these again. You will select a photo, click I acknowledge and create an account.

24) NEXT SCREEN Account Created: select click here to log into your account

25) Type in the username and password you just created. Click LOG IN. Answer your challenge question. Review your photo you picked and click continue. Click Accept

26) On the top of your screen, click apply. Click Dual Enrollment Grant (Including Give) 2020-2021. Click I understand. Click Dual Enrollment Grant.

27) Complete the form.

DO NOT have to driver's license

DO NOT have to zip +4

TN Residence date is date you were born if born in TN

If not born in TN, put 01/01/???? Year you came to TN

High School

NO to GED or high school diploma

YES to completed 10th Grade

BETHEL UNIVERSITY AS COLLEGE

Continue

Click I Understand and Next

28) You can review to make certain you have completed the 2020 2021 grant and the grant is coming to Bethel by clicking the red TN at the top.

PLEASE WATCH YOUR EMAIL ... You will be receiving your acceptance letter and information on how to log into your Bethel email account. ALSO, if additional items are needed.

THERE IS ALSO A STEP BY STEP POWERPOINT ATTACHED TO THIS EMAIL