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BethelU.edu

**Bethel**University

# Student Handbook

**Bethel** Dual Enrollment  
Program

# Welcome!

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On behalf of Bethel University, we are excited to share information with you about our Dual Enrollment Program. We are pleased you are interested in Bethel and what we have to offer you.

As a Dual Enrollment student, you have an opportunity to complete high school graduation requirements and earn college credit simultaneously. We hope you find your experience with Bethel is both exciting and rewarding.

The information in this guide will provide you with information about our program such as:

- Policies and Procedures
- Admission Requirements
- Cost
- Added benefits as a Bethel student

We encourage you to take the time to read the information carefully. If you have any questions, please contact the Dual Enrollment office by calling 1-844-497-0265, emailing Craig Lunn at [lunnc@bethelu.edu](mailto:lunnc@bethelu.edu) or Kim Houston at [houstonk@bethelu.edu](mailto:houstonk@bethelu.edu).

We look forward to working with you and wish you success.

## Bethel University Overview

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The conditions, requirements, and policies set forth in this catalog have binding effect upon the University and students for the academic year or duration of the program in which it is in force. The University reserves the right to make necessary changes and corrections. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance. Bethel University reserves the right to change policies, procedures, and credentials at any time without notification. If changes are made in the curriculum which modify graduation requirements, the University accepts a moral obligation to provide students with curricular options that do not additionally delay graduation. Otherwise, all other requirements and policies are effective and in force upon publication of changes.

# Dual Enrollment Defined

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Dual Enrollment allows students to obtain high school graduation credit and college credit concurrently. It is a great opportunity for those students to get a jump start on college, save tuition costs, and get adjusted to the rigor of college-level work in an environment that is comfortable to them, their high school.

## Who Is Eligible to Participate?

Students must have:

- Completed the 10<sup>th</sup> grade
- Have a 3.0 high school GPA or composite 21 ACT
- Permission from parents and school administration

## Application Process

- With the approval of the high school, Bethel representatives will come to the school to complete applications with students
- Bethel representatives will collect official high school transcripts from the school's guidance counselor
- If the student has taken college courses at other universities, it is the responsibility of the student to request those transcripts be sent to Bethel's Dual Enrollment office
- The student will sign the acknowledgment of this booklet found in the back of this booklet

## Resources and other benefits available to students

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- Student ID, if requested (Must come to Bethel's campus to receive)
- Access to Bethel University Library and Online Resources
- Access to the Center for Academic Student Achievement (CASA) for tutoring services. (Must schedule a time)
- Disability services if needed
- Access to all campus events, performances, athletic contests, etc. with a Bethel student ID.

## Contacting the Dual Enrollment Department

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The Dual Enrollment offices are on Bethel's main campus in McKenzie, in the Dickey Fine Arts Building, Division of Education suite. Here is our contact information:

**Address:**

Bethel University  
Attn: Dual Enrollment  
325 Cherry Avenue  
McKenzie, TN 38201

**Phone:** 1-844-497-0265

**Fax:** 1-731-241-0020

**Email Address:** [dualenrollment@bethelu.edu](mailto:dualenrollment@bethelu.edu)

## Getting Started in The Dual Enrollment Program

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Although we make every effort to come and visit with students, there are times we are not able to do so. We have full-time dual enrollment staff members to assist with the application process, financial aid, class selection, and general questions about Bethel.

In addition, with our online programs, our partner Savant Learning Systems is available 24 hours a day, 7 days a week to assist students with questions about our learning management system Virtual Campus. You may call them or reach out to them via virtual chat.

Savant Learning Systems: 1-800-313-3450  
(Needed only if you are taking an online course with Bethel)

# Core Values & Mission Statement

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## Core Values

				
Accept individuals from a wide variety of backgrounds, experiences, and beliefs	Offer opportunities for individuals to contribute to the University and to other communities in a variety of ways	Emphasize human dignity and ethics consistent with the Christian tradition	Encourage inquiry and the examination of values, self, and society	Prepare individuals for the life-long pursuit of knowledge in a complex and constantly changing world.

## Mission Statement

# Bethel University

Our **MISSION** is to **CREATE OPPORTUNITIES** for members of the learning community to develop in a Christian environment to their highest intellectual, spiritual, & social potential.

This includes synchronous and asynchronous modes of education.

# Academic Integrity

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Falsification of records and official documents is prohibited by Bethel University.

Students are expected to uphold the University's values. Cheating of any kind, plagiarism, and other forms of academic dishonesty are prohibited. This includes submitting as your own work any material obtained from or produced by another person or generated by a computer program or Artificial Intelligence (AI) service or site and includes any altering of academic or business records; forging signatures of authorization; withholding pertinent information for purposes of misrepresentation; or falsifying information on any other documents, including but not limited to records, files, and invoices. Students found committing an act of academic dishonesty will receive the following punishments:

- For a first offense, the student will receive a zero on the assignment.
- A second offense results in a grade of "F" for that course.
- A third offense results in expulsion from the University.

Offenses are cumulative over the course of the student's studies at Bethel. Faculty members are required to present notice of each offense to the Academic Dean. The Dean adjudicates the offense and maintains an official student record for each offense. Students may appeal the decision of the Dean to the Vice-President of the College.

## Appeals

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Any student who wishes to appeal an assignment grade or a course grade must follow the process of appeal to the faculty member, Program Director or Division Chair, and Associate Academic Dean (where applicable). All appeals must be in writing and given to the appropriate person no later than five days after the assignment grade or course grade decision being appealed is made. The appeal must state on what grounds the appeal is being made and why the student believes an appeal is warranted. Between the time the decision being appealed is made and the time of the appeal hearing the decision being appealed stands and must be obeyed by the student.

# Your Bethel Account Information

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You will be assigned several different accounts during your time as a student at Bethel. Each one of these is very useful and at some point, you will be required to utilize them.

## **Bethel University Identification #**

This is the number used to identify you if you were to contact the university about your account, records, and to request transcripts. Once you are accepted, you will receive an email with this information.

## **Bethel Email Account**

All students are required to use their Bethel email accounts for email correspondence during their time as a Bethel student. Bethel uses Gmail as its email provider. It is the responsibility of students to check their Bethel email daily for messages or correspondence from all areas of the university. Information on how to access your Bethel email account will be included in your acceptance letter. You do not create your own.

## **Bethel ePortal**

ePortal provides Bethel students access to the University's Campus Administrative System (CAMS) which is a central repository for all student information.

Students can access grades, class schedules, and transcripts from their ePortal account.

We have included instructions in the back of this booklet in the event you need assistance.

## **Virtual Campus (V-Camp)**

If you are participating in an online course, you will receive an email from Savant Learning Systems ([support@v-camp.com](mailto:support@v-camp.com)) to your Bethel email with your login information for V-Camp. There are video links in the email which can help you get started. Please watch these videos.

## Textbooks and Course Material Information

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In most classes, you will be required to have a textbook, multiple books, or access codes to books to complete classwork. The student is ultimately responsible for the materials and cost associated in each class taken through Bethel in the Dual Enrollment Program. These costs are separate from tuition. In some instances, the high school will provide the textbooks and materials for the student.

Any classes taken online through Virtual Campus (V-Camp) will have the textbook included inside of V-Camp. There is no additional cost for this text for these classes.

Any course taken thorough other online platforms, may have a book cost.

To determine the textbook(s) you need for your classes, please refer to your syllabus which you will receive the first day of class. You may purchase your textbook(s) from whomever you choose. Another popular option is to rent your textbooks.

### **The Syllabus**

One of the first things you want to do as a student is carefully read the syllabus for each course you are taking. This will help you understand several things about your class. Syllabi may include items such as:

- Faculty Member Contact Information
- Grading Scale
- Weights of Grades and Assignments
- Required text and other reading
- Due Dates for Assignments
- Extra Credit Opportunities
- Academic Integrity Policy and other items

## Tuition and The Dual Enrollment Grant

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The tuition cost for a Dual Enrollment class with Bethel is the current value of the TSAC DE Grant for a 3-hour course. This will be communicated to you. Eligible Tennessee residents can take advantage of the Tennessee Dual Enrollment Grant provided by the Tennessee Student Assistance Corporation (TSAC). To be eligible for this grant, students must initially have a 3.0 high school GPA and be a resident of Tennessee for at least one year. To remain eligible, students must maintain a cumulative college GPA of 2.00 or higher in all college level classes taken, regardless of the institution where taken. Students who remain eligible can receive up to 10 grants.



If a student loses grant eligibility (TN Residents Only) or is required to pay, tuition cost will not exceed \$300 out of pocket.

### **Out-of-State Tuition Cost**

Students who are not residents of Tennessee will be charged full tuition per 3-hour course.

### **Courses Six through 10:**

Bethel will scholarship courses 6-10 provided the student remains grant eligible by maintaining a 2.0 GPA. If the student loses grant eligibility, the cost will not exceed \$300 out of pocket per course.

### **TSAC Dual Enrollment Grant Deadline to Apply**

To use the dual enrollment grant, students must apply for the grant each year. You must complete the grant application by September 15 in the fall semester and February 1 in the Spring semester.

### **Taking Classes at Multiple Institutions**

If students take other dual enrollment courses at other universities concurrently with your Bethel courses, additional paperwork will need to be completed. This could also affect the amount you owe for your tuition at Bethel. These situations are handled on a case-by-case basis. If you have more questions, please contact us.

## **Paying your Tuition and Fees**

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If you are using the dual enrollment grant, you will not be required to pay any tuition provided you stay grant eligible.

If you are choosing not to use the grant or will have a balance, you must pay that balance by the deadline set by Bethel's Dual Enrollment office. To pay your balance or, if needed, set up a payment plan, please contact the following in our business office: Phone: 731-352-4011

If you would like to mail payment, please remit to:  
Bethel University  
ATTN: Dual Enrollment  
325 Cherry Avenue

## Registering for Classes

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Once you have applied to the program and have been accepted, the dual enrollment staff will make sure you are registered for the classes you have selected. We will contact your school counselor and ask that rosters are sent to Bethel's dual enrollment staff. We cross check what you put on your application against what the school shows you registered for in its system. Bethel staff will follow up on any discrepancies.

### **Adding A Class**

If you choose to add a class, you must work with your school counselor and parent(s)/guardian(s) to do this. Simply sending an email to the Bethel staff will not be accepted. Discuss adding a class with your counselor and parent(s)/guardian(s) and then, if agreed upon, have your counselor send Bethel staff an email requesting the added class. Please follow this procedure so the class is added properly.

### **Dual Enrollment Drop Policy**

Students who wish to drop a course must notify their guidance counselor who will in turn notify the Director of Dual Enrollment, Craig Lunn ([lunnnc@bethelu.edu](mailto:lunnnc@bethelu.edu)).

The formal withdrawal date for a full refund of the cost of the dual enrollment course is ten days into the semester which is based on the academic calendar set forth by Bethel University. Students who formally withdraw from a dual enrollment course during this time will not have a grade recorded.

If a student drops a class after the first 10 days of class but before the last day to drop a class for the College of Arts and Sciences (Please go to <https://www.bethelu.edu/current-students/academic-calendars> **and select the current academic year to determine the date**), students/parents/ legal guardians will be responsible for the class tuition and a \$25 drop fee will be assessed to their account. In addition, a non-punitive grade of W (Withdrawal) will be assigned to each class dropped. No class can be dropped after the last day to drop a class as referenced above, and the student will receive a punitive grade of F (Failure) or FA (Failure due to non-attendance) in any such course.

Drops and withdraws must be approved by the student's school administration and communicated from administration to Bethel before a drop will be processed.

## Request a Transcript

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Students who need transcripts of their college record must file an online request (including signature) with the Registrar. Bethel University uses Parchment as its agent for processing online transcript requests. This process is secure. To request the transcript, go to <https://www.bethelu.edu/academics/academic-services/registrar/request-a-transcript>

A transcript can be emailed or mailed depending on the requirements of the receiver.

Payment for the transcript MUST be made as part of the process. All transcripts sent are official. Unofficial transcripts are no longer provided by the registrar's office.

It is Bethel University's policy that a transcript can only be sent for students who have a clear balance and no holds from any department.

Students may pay for their transcript via credit card (Visa, MasterCard or Discover). Parchment uses the most current security available to protect credit cards and personal information. There will be a fee associated with requesting the transcript.

Students may check the status of transcript requests at any time by logging on to Parchment. Students will also receive email notifications of their order status. Fees are adjusted for international mail, special handling mail such as FedEx or UPS, and more than four-page documents.

## Resource Links and Websites

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Bethel IT Support and Email:

[bethelu.edu/current-students/e-portal/technical-support-request-form](https://bethelu.edu/current-students/e-portal/technical-support-request-form)

ePortal:

[bethelu.edu/current-students/e-portal](https://bethelu.edu/current-students/e-portal)

V-Camp:

[betheluniversityonline.net/de360](https://betheluniversityonline.net/de360)

Bethel Library:

[bethelu.edu/library](https://bethelu.edu/library)

Student Log:

[calameo.com/bethel-university/read/003316375ac6e523eeb48](https://calameo.com/bethel-university/read/003316375ac6e523eeb48)

# Acknowledgement of Understanding

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We, \_\_\_\_\_ (Student) and  
\_\_\_\_\_ (Parents/Guardian)

have thoroughly read and understand the items listed in the Bethel University Dual Enrollment Student Handbook. We understand this handbook is applicable while enrolled as a Bethel University Dual Enrollment student. We also understand any items listed in said handbook are subject to change in accordance with Bethel University policy.

\_\_\_\_\_

*High School Student Attends (please list)*

\_\_\_\_\_

*Graduation Year*

\_\_\_\_\_

*Student's Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Parent's Signature*

\_\_\_\_\_

*Date*