

## **Admission and Course Enrollment Information**

### **I. New Rising High School Juniors and Seniors Seeking 3 Hours of College Credit**

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- **Step One:** Click on and complete the free [BU Dual Enrollment Application](#)
  - You must have a 3.0 GPA or a 21 ACT Composite Score to participate in the course and earn college credit (Official Transcript must be sent from your high school counselor to houstonk@bethelu.edu)
    - If you do not have a 3.0, you may audit the course and earn a Global Citizenship Certificate instead (see below)
- **Step Two:** When you submit the BU Dual Enrollment Application, you will immediately have a box to pop up, click on and complete the free [BU Global Service Learning Application](#)
- **Step Three:** Pay Tuition
  - IF YOU ARE A RESIDENT OF TN AND WILL BE USING THE DUAL GRANT – When you complete the BU Global Service Learning Application, you will have the option to select the link to go to the TSAC Dual Grant Application. You will create an account and complete the dual grant for the 2023-2024 year with funds to come to Bethel University.
  - IF YOU WILL NOT BE USING THE DUAL GRANT – You will have to pay for your course. The cost of the tuition for TN Residents is \$300.00. Out of state students will pay \$554.40 for the tuition.
  - Contact the BU business office to pay by credit/debit card @ 731-352-4050 or
  - Mail a check or money order to Bethel University Business Office 325 Cherry Ave McKenzie, TN 38201
    - In the memo: Global Studies / student's full name
- **Step Four:** Once High School Transcripts and (if requested) Prior College Transcripts are received, your file will be reviewed for acceptance. Your acceptance information will go to the email address you submitted on your application form. You will receive information on how to log into your Bethel email and if additional information is needed.
- **Step Five:** Complete the top portion only of this [Add Form](#) and email to freemans@bethelu.edu
- **Step Six:** Check your Bethel email. Instructions for accessing the course are emailed after steps 1-5 have been completed.

## II. Returning Bethel University Dual Enrollment Rising High School Juniors and Seniors Seeking 3 Hours of College Credit

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- **Step One:** Click on and complete the free [BU Global Service Learning Application](#)
- **Step Two:** Pay tuition.
  - IF YOU WILL NOT BE USING THE DUAL GRANT – You will have to pay for your course. The cost of the tuition for TN Residents is \$300.00. Out of state students will pay \$554.40 for the tuition.
  - Contact the BU business office to pay by credit/debit card @ 731-352-4050 or
  - Mail a check or money order to Bethel University Business Office 325 Cherry Ave McKenzie, TN 38201
    - In the memo: Global Studies / student's full name
- **Step Three:** Complete the top portion only of this [Add Form](#) and email to [freemans@bethelu.edu](mailto:freemans@bethelu.edu)
- **Step Four:** Check your Bethel email. Instructions for accessing the course are emailed after steps 1-3 have been completed.

## III. High School Students Seeking to Enroll as an Auditor / No College Credit

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- **Step One:** Click on and complete the free [BU Global Service Learning Application](#)
  - Be sure to answer question one with "I will be auditing this course"
- **Step Two:** Pay for your course. The Dual Enrollment Grant does not cover the audit fee.
  - Contact the BU business office to pay by credit/debit card @ 731-352-4050.
  - If you are mailing a check or money order, the address is: Bethel University Business Office 325 Cherry Ave McKenzie, TN 38201
    - In the memo: Global Studies / student's full name
- **Step Three:** Complete the top portion only of this [Add Form](#) and email to [freemans@bethelu.edu](mailto:freemans@bethelu.edu)
- **Step Four:** Check your Bethel email. Instructions on accessing the course are emailed after steps 1-3 have been completed.

## IV. High School Graduating Seniors Seeking 3 Hours of College Credit

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- **Step One:** Click on and complete the [Bethel University Application](#)
  - You must have a 3.0 GPA to participate in the course and earn college credit

- If you do not have a 3.0, you may audit the course and earn a Global Citizenship Certificate instead (see below)
  - Pay a small application fee to BU (instructions in application)
- **Step Two:** Pay for your course. The Dual Enrollment Grant does not pay for courses taken after graduation from high school. Pell and other grants may or may not apply. Contact financial aid.
  - Contact the BU business office to pay by credit/debit card @ 731-352-4050 or
  - If you are mailing a check or money order, the address is: Bethel University Business Office 325 Cherry Ave McKenzie, TN 38201
    - In the memo: Global Studies / student's full name
- **Step Three:** Complete the top portion only of this [Add Slip](#) and email to freemans@bethelu.edu
- **Step Four:** Check your Bethel email. Instructions on accessing the course are emailed after Steps 1-3 have been completed.

## V. Bethel University Students Seeking 3 Hours of College Credit

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- **Step One:** Obtain a signed [Add Form](#) from your major advisor.
- **Step Two:** Deliver the signed form to the Global Studies office in Campbell Hall 208b for the Global Studies Director's signature.
- **Step Three:** Deliver the signed form to the BU Registrar's office.
- **Step Four:** Check your Bethel email. Instructions for accessing the course are emailed after Steps 1-3 have been completed.

## VI. Bethel University Students Seeking to Enroll as an Auditor / No College Credit

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- **Step One:** Obtain a signed [Add Form](#) from your major advisor.
- **Step Two:** Deliver the signed form to the Global Studies office in Campbell Hall 208b for the Global Studies Director's signature.
- **Step Three:** Deliver the signed form to the BU Registrar's office.
- **Step Four:** Pay your tuition. The audit fee is not covered by your financial aid package.
- **Step Five:** Check your Bethel email. Instructions for accessing the course are emailed after Steps 1-4 have been completed.