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DE
DUAL ENROLLMENT

EDUCATING STUDENTS TO BECOME SERVANTS OF
CHRIST TO MAKE A DIFFERENCE IN TODAY'S WORLD

DUAL ENROLLMENT HANDBOOK
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Bryan College does not discriminate based on sex, race, color, age, national origin, or ethnic group in the education programs and activities in which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Bryan College is both a "religious organization" and a "religious educational institution". In conformity with the Americans with Disabilities Act (ADA), Bryan College requires individuals (applicants, employees, or students) to identify specific requests for reasonable accommodations that may be necessary due to the existence of a qualified disability. Inquiries should be directed as follows. For Title IX issues contact the campus Title IX Coordinator. For ADA issues contact the campus ADA Coordinator. The address and phone numbers for both are the same: Bryan College, 721 Bryan Drive, Dayton, TN 37321. The phone number is (423) 775-2041.



Welcome

We are happy to welcome you to Bryan College Dual Enrollment!

By enrolling in our Dual Enrollment (DE) program, students will attend online classes, will physically attend classes on Bryan's main campus in Dayton, TN, or students will attend classes physically at a partner-site campus. All students can access our various services, such as library, tutoring, etc., no matter their chosen modality.

This handbook was developed based on questions gathered from students and their families and should serve as a reference guide for applying and registering for classes in our program.

Besides the precise step-by-step descriptions of how to apply and register, the reader will also find general information on DE admission requirements, the DE Grant, a list of popular courses, the MyBryan student portal, our academic calendar with all the important college dates, useful links, and contact information.

We sincerely hope this handbook will provide you with the information you need. If you don't find your answer, please contact us!

The Dual Enrollment Admissions Team
bcde@bryan.edu | 423-775-7558

Academic Calendar

The academic calendar is divided into three terms: Fall, Spring and Summer. It reflects important dates for deadlines such as application to our program, registration for classes, application for grants, tuition and fees, and graduation.

Please note that the calendar is subject to change at any time before or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

The academic calendar can be viewed here:

<https://www.bryan.edu/academics/academic-calendar/>

Dual Enrollment typically follows Bryan College Residential (BCR) schedules. Online classes may have slightly different dates; if so, they will be noted on the Contact page for each week in the course for items such as fall/spring break.



Basic Dual Enrollment Information

What is Dual Enrollment?

Dual Enrollment at Bryan College allows high school sophomores, juniors, and seniors to start their college careers while still in high school. This opportunity may allow students to simultaneously earn high school graduation credit for the college class(es) students have taken.

Who is eligible for Dual Enrollment?

Our DE Program is for high school sophomores with a minimum 3.5 GPA. Upcoming sophomores may apply during their freshman year to begin classes during their sophomore/ junior/senior years (this means that you have finished your freshman year by the start date of the term that you wish to take courses in). Sophomores can now take one 3-credit course in Fall and Spring only if they meet the following requirement of a minimum GPA of 3.5. There will be no DE Grant or financial aid given to sophomores. This will be out-of-pocket costs. Current pricing is \$538.65 for the one 3-credit course. Books/material fees are also the student's responsibility. Books are embedded in the course unless specified otherwise. The student just pays the book/materials fees.

Clear acceptance for juniors and seniors is a high school GPA of 3.0. Clear-accepted students can take 3 credit hours in each of the two summer sessions. They may also register for up to 12 credits in each fall and spring term as long as they maintain their 2.0 college GPA.

Conditional acceptance for juniors and seniors is a high school GPA of 2.8 - 2.99. Juniors and seniors who are conditionally accepted can register to take 3 credit hours each of the two summer sessions, or they may also register for 6 credits in each of the fall and spring terms as long as they maintain their 2.0 college GPA. Successful completion of their first term of DE with a C or GPA of 2.0 may continue in the program with the same restrictions as the clear acceptance above.

How many terms can a student take? Dual Enrollment: 9 Total terms

- Sophomore Fall/Spring (2)
- Summer before the 11th-grade year (1)
- Junior Fall/Spring (2)
- Summer before the 12th-grade year (1)
- Senior Fall/Spring (2)
- Summer following senior year (1) at the full DE Rate per credit hour. No longer considered DE. You will not receive any Dual Enrollment financial aid or TN grant assistance the summer following the senior year. They may do so if they have not started their undergraduate program that summer at another college.

What courses can Dual Enrollment students take?

Dual Enrollment classes are typically 100/200 level college courses. Dual Enrollment students should take courses accepted by the high school district they attend. The DE student should consult with their guidance counselor before deciding which Bryan College classes they need to take.

In addition, to register for the appropriate classes, the students need to meet the prerequisites for these classes. Some college courses do not have prerequisites, but if they do, they are listed in our Bryan College catalog. <https://bryan.edu/wp-content/uploads/catalog.pdf>

What is the maximum number of credits a student can take?

Sophomores may take one 3-credit course per fall/spring semester. (The cost will be out of pocket; there will be no scholarships or grants.)

Juniors/Seniors may take up to 12 credit hours/semester in fall/spring and 3 credits in each summer session.

- Fall/Spring sessions are 15 weeks in length and follow main campus/Bryan College Residential scheduling
- 2 summer sessions are 8 weeks in length

What if a student has not taken the ACT®/SAT®?

Students can apply for DE without having an ACT®/SAT® test. An ACT®/SAT® test is ***highly suggested*** for any student requesting to take any of our math courses. Students are suggested to have a 22 or higher on the math subscore to show readiness for college math courses. Students who have not taken the ACT®/SAT® test yet wish to take a math class that requires certain test scores have the option to complete a math waiver. **Math117 requires either a Math Subscore of 22 on the ACT® or SAT® test equivalent, or the student must take the placement test. No math waiver is accepted for this course.**

The link to the math waiver is below. The student, parents, and the guidance counselor/homeschool umbrella must sign the waiver stating that you understand that you do not meet the suggested requirements; however, you wish to continue to take the class. We want the students to understand that they do not meet the minimum suggested requirements.

<https://www.bryan.edu/wp-content/uploads/Math-Waiver-Form.pdf>

Do I have to take a math placement exam?

Math117 ONLY - those students who have not taken the ACT®/SAT® or have failed to earn the required 22 Math Subscore on the test must take a placement exam. However, students must first complete the DE application process, be admitted to the college, and register for Math117 to be placed in the placement exam.

FERPA

Family Educational Rights and Privacy Act (FERPA) Release Form: The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party.

(Learn more: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). It applies to colleges and universities that receive funding from the federal government.

Students may use this link to complete the FERPA form for Bryan College DE - Please use this link: <https://www.bryan.edu/wp-content/uploads/FERPA-release-form-dual-enrollment.pdf> This allows the student to give rights for us to speak to their designee on their behalf. **The student is the one completing this document.** Students can sign the form before any Bryan College Admissions staff, their guidance counselor at our partner site schools, or before a notary public. Return the completed form to bcde@bryan.edu. Return the completed form to bcde@bryan.edu

Dual Enrollment Cost

How much does Dual Enrollment cost?

The standard 2023-2024 tuition rate for Dual Enrollment classes is \$171 per credit hour, plus a 5% dual enrollment fee (\$538.65 for a 3-credit course).

However, for TN residents, the cost of a 3 or 4-credit hour course can potentially be entirely covered by the TN Dual Enrollment Grant (Books and materials are **NOT** covered under the grant and will have to be paid out of pocket). Out-state juniors and seniors currently receive a \$200 scholarship per DE Class they take with us.

TN Students

TN Dual Enrollment Students have the potential to earn 30 credits for less than \$200 tuition, plus the cost of books & materials. Students can do this by using the TN DE Grant (DEG), HOPE funds, and Bryan Scholarships as long as they maintain eligibility.

- **Sophomores are NOT eligible for the DEG or Scholarships**
- The TN Dual Enrollment Grant pays tuition only for the first 5 classes (excluding books/materials). Books/materials are not covered by the grant and are the student's responsibility.
- For classes 6-10, students can use \$300/per class of HOPE money (Must apply for the TN DE Grant), plus receive a \$200 Bryan Scholarship, leaving the balance plus books/materials as the student's responsibility.
- Students must maintain a 2.00 GPA for the entire time they use the grant. A final cumulative grade of a C, which is a (2.00) or lower, will cause the student to lose the grant **forever**.

Out-of-State Student Costs

Out-of-state costs are the same as TN Residents. The cost is \$171/credit hour plus a 5% non-refundable course fee plus books/materials. Out-of-state students automatically receive a \$200 scholarship per course on all courses based on the current catalog costs. That scholarship should automatically be applied by our Financial Aid group before class starts; however, if you see that it has not been, reach out to our office for assistance. This scholarship is not available to out-of-state sophomores.

Should I complete a FAFSA and use financial aid for Dual Enrollment?

No, the Free Application for Federal Student Aid (FAFSA) only applies to students who have completed high school or passed the HiSET®/GED® exam. The FAFSA is typically filled out in October of the student's senior year. TN Students can use the TN DE Grant for financial aid for DE classes.

Payments

Master Payment Agreement

Students must complete the Master Payment Agreement every term, certifying how they will pay for their tuition and agreeing to take upon themselves the consequences of non-payment. When they log in to their MyBryan (my.bryan.edu), this screen should show at the beginning of each term. It basically is just agreeing to pay their bill!

General Financial Information

Any obligations, including miscellaneous charges, incurred during the term must be paid before the term concludes. No academic credentials (grade reports, transcripts of record, or diploma) will be issued to the student until all financial obligations are satisfied. Students cannot register for future classes until all previous bills have been paid. Failure to receive a bill does not exempt a student from the timely payment of all charges. All billing information can be reviewed through the student's MyBryan account (Choose the correct term, then Student and Billing) or by calling the Billing Office at Bryan College - 423-775-7214.

Nelnet

Students can now set up payments through Nelnet to give parents, guardians, or others access to their billing information. Payments can be made via credit cards, resulting in a 2.85% additional fee, or they can pay using a debit card or online check with no fee.

Payment information

You can pay that balance from inside your student MyBryan (my.bryan.edu) account. Use the upper right corner under Student, then Billing. Make sure you choose the current term (Ex: SU-23, FA-23, etc).

- Log into MyBryan (my.bryan.edu)
- Go to the "Student" tab
- Then Billing

Dropped Course /Dropped Course Fee

Students are eligible for a full tuition refund on any individual courses that are dropped **BEFORE** the course starts. They may receive a partial refund if they drop on or before the last day of the drop period. Drop dates are posted per term. There will be no tuition or fee refund for individual courses dropped after the designated drop period. To drop a course, the student must email **FROM THEIR BRYAN EMAIL** the DE office at bcde@bryan.edu listing their full legal name and the course that they wish to drop before classes start.

Withdrawing from a course

Students are eligible to withdraw from a course even after the DROP period; however, it results in a “W” on the transcript and the student is still responsible for all fees/tuition associated with the course. The last date to withdraw from a course is posted per term. To **WITHDRAW** from a course, the student must email **FROM THEIR BRYAN EMAIL** the DE office at bcde@bryan.edu listing their full legal name and the course from which they wish to withdraw.

Tennessee Dual Enrollment Grant

- Junior and Senior high school students wanting to use the grant to pay for tuition **must apply for the grant each school year and be eligible each semester.**
- Continued eligibility is based upon maintaining a 2.0 grade point average on all college courses (not high school courses) taken in dual enrollment courses at any college. This is the requirement for the state of Tennessee.
- The state grant pays for tuition expenses except for books/materials, which are typically embedded into the course unless noted otherwise.
- If you plan to register for courses at 2 separate colleges, you must contact Beth Hixson in financial aid (hixsonbe@bryan.edu or 423-775-7557) and complete a consortium agreement.
- Read the eligibility requirements and how you may use your grant monies at the state website grants. <https://www.collegefortn.org/dualenrollment/>

How do you apply for the Dual Enrollment Grant?

To receive Dual Enrollment Grant funding, the applicant must create a student portal account. To do so, the student needs to register on the Tennessee Student Assistance Corporation (TSAC) website.

Set up an account with TSAC & apply for the TN DE Grant at this link - <https://www.collegefortn.org/dualenrollment/>

Students/parents can verify their grant by checking a couple of places:

- TSAC Student Portal and see that it says “Ready to Certify”. If it says that, it has been added to their account.
- “MyBryan” account, they can look there and see it on their awards or billing.
- Starting with their 6th course, they can use HOPE money at \$300/course and also receive the \$200 Scholarship from Bryan, leaving a balance plus books/materials.

The State Dual Enrollment Grant Application Deadline:

- September 15 – Fall Term
- February 1 – Spring Term
- May 15 – Summer Term

DE Academics

Are Dual Enrollment classes more difficult than high school classes?

- Dual Enrollment classes are college-level courses and held to the same academic rigor and standards as other Bryan College courses.
- Students must be prepared to pursue their education regardless of modality and dedicate time to complete the course successfully.
- Personal responsibility and time management are key components of success.
- Students should spend *at least* 8-10 hours of study each week for an online class. This includes activities in the course materials portion in Brightspace. This would typically cover the course seat time (3-4 hours) in a classroom plus outside study.

Learner Orientation for successful completion

New students should review the Brightspace Learner Orientation to familiarize themselves with all aspects of Brightspace before their first class starts.

If you cannot access the Learner Orientation, please contact our office at bcde@bryan.edu or call us at 423-775-7558.

Academic Support

Students can access tutoring online through Tutor.com by accessing the link inside their Brightspace course. That will take them to the information specifically for their course. This link is typically found under Resources in the upper red navigation bar or in the Course Information and Documents section under Content in the upper red navigation bar.

Students can also schedule time with the Academic Resource Center (ARC) here on campus. <https://www.bryan.edu/academics/student-resources/academic-resource-center/>

Library Services

The Library Services are accessible through MyBryan (my.bryan.edu) or using the link below.

Bryan College offers a range of academic resources for online students! These resources include access to e-books, electronic databases, online journals, research guides, and tutorials to help students with their studies. We also provide access to online tools and services specifically for online students. Take some time to check them out!

<https://library.bryan.edu/bc-online>

Library staff are available to assist students with their research and library needs and can be reached via phone or email at 423-775-7307 or by emailing library@bryan.edu.

Academic Alerts

Academic alerts are sent to students in Dual Enrollment if they are below the 2.0 threshold for the TN DE Grant. Their instructors should also be communicating with them weekly if they are struggling. Check the student's MyBryan email account for any communications.

Academic Probation

Students who fail to maintain a 2.0 College GPA will be put on academic probation. This means that they can repeat the course if offered in the next semester to bring up their GPA (at the student's expense) or take one additional class (at the student's expense) to help bring up the GPA.

General Course Policies

General Course policies are listed in each course in Brightspace. General course policies are found by going to the upper red navigation bar, choosing Content, then on the left side, selecting Content, then selecting Course Information and Documents. Students should always refer to the Academic Catalog for a full listing of academic policies. bryan.edu/catalog

Final Grades

Bryan College classes are graded with a letter grade. Please note that the letter grade system affects the cumulative GPA of the student's performance, which consequentially determines future eligibility for DE class attendance and DE Grant application.

Grading Scale:

A (4.0) 93% - 100%	A- (3.7) 90% - 92.99%	
B+ (3.3) 86% - 89.99%	B (3.0) 83% - 85.99%	B- (2.7) 80% - 82.99%
C+ (2.3) 76% - 79.99%	C (2.0) 73% - 75.99%	C- (1.7) 70% - 72.99%
D+ (1.3) 66% - 69.99%	D (1.0) 63% - 65.99%	D- (0.7) 60% - 62.99%
F (0.00) less than 60%		

DE Courses at Bryan are offered through three different modalities:

- Online - Classes are asynchronous, so they don't have to be online at any given time; however, they have weekly deadlines based on Eastern Standard Time.
- On Bryan's Campus - Classes are taken with main campus students
- On Partner-Site Campus - locations are across the state of TN

Will our credits transfer?

- Our courses should transfer to any college as we are SACS accredited; however, it is always up to the receiving school as to how or if they will accept.
- Many of the larger state schools have "EQUIVALENCY TABLES" on their websites showing exactly how our classes transfer to their schools.
- If a student is unsure, they can always send a copy of the syllabus to the school they plan to attend. If the school you plan to attend does not accept our courses, please inform us at bcde@bryan.edu so that we can work with that school to potentially work through the issue for you and future students.

Who are our partners?

We have 50+ partners that either teach our courses on their campus or partner with us online. We can partner with schools out-of-state for online classes only.

- Private Christian Schools
- Public high schools
- Homeschool organizations
 - Tutorials
 - Co-Op

Link to our partner's page: <https://www.bryan.edu/admissions/dual-enrollment/dual-enrollment-partner/>



The Dual Enrollment Process

Application

Step 1 - Notify your counselor or umbrella school that you want to apply for Dual Enrollment. It is important to discuss course selections with your counselor to make sure your high school will accept the course to fulfill graduation requirements.

Step 2 - Access the Dual Enrollment application at apply.bryan.edu and apply for the Dual Enrollment program. If you are at a participating partner site, you will receive the link from your guidance counselor.

Step 3 - Submit the required documents to Bryan College. ACT® scores can be automatically sent to Bryan College when taking the test using code 4038. The high school transcript can be sent by the student's guidance counselor or ordered through the National Student Clearinghouse: <https://www.orderatranscript.com/ntc/order>.

Please note that all required documents can be emailed to: admissions@bryan.edu or mailed to:

Bryan College Admissions Office/Dual Enrollment
721 Bryan Drive, Dayton, TN 37321, Mailbox 7657

For students sending us transcripts from other colleges for DE - An unofficial copy or a screenshot that includes the following is acceptable:

- Full Name
- Institution Name
- Semesters Attended
- Name of Courses
- Grades
- Final Cumulative GPA
- Anticipated Graduation date

Students may email these to admissions@bryan.edu

Step 4 - Tennessee Residents only - Apply for the Dual Enrollment Grant with the Tennessee Student Assistance Corporation (TSAC) if you wish to use the grant to pay for tuition. The Dual Enrollment Grant link is at the bottom of the same application page. The link and process for the grant are located on pages 10-11 of this document.

Step 5 - Receive Acceptance Email. The Acceptance Email is sent to the email address you provided in your application. The Acceptance Email contains your student Username and login credentials to MyBryan (the web portal where admitted students register for classes). The email is entitled "YOUR BRYAN COLLEGE USERNAME". Check spam if you have not received it within a few days of sending your transcript. If you have not received your username email within 10 days or within 1 week of classes starting, please contact our office at 423-775-7558 or email bcde@bryan.edu.

Approved/Accepted

I'm accepted! What does that mean?

To be accepted, the applicant must complete the electronic application form, and our Admissions office needs to receive the following at admissions@bryan.edu.

- Current high school transcript sent from the high school (can be sent from the counselor)
- ACT®/SAT® test scores (if applicable)
- Unofficial transcripts from any other DE classes taken from other colleges

When a Dual Enrollment applicant submits all the documentation necessary for the application and is processed and uploaded to our system, the applicant becomes approved for Bryan College and becomes an approved Bryan College DE student. The applicant then receives an Acceptance Email. In the Acceptance Email, the DE student receives login credentials (username and password) for logging in to My Bryan and their Bryan College student email.

Please note that being accepted does not imply that the student is also registered for a class. Acceptance to Bryan College opens the door for the student to register for the class.

Registration

Step 6 - Once approved, students receive the link to register.

1. The link provides the options of ONLINE, Partner sites, or Bryan's main campus.
2. Choose your high school or Umbrella/Co-Op from the list, if not listed, choose Other
3. If you choose the main campus option - the system should send you the information on obtaining the form and link to classes available for the upcoming semester. If you do not receive it, contact us @ 423-775-7558 or bcde@bryan.edu

New or Returning Dual Enrollment students DO NOT register for classes from inside of your MyBryan Account. That is only for Main Campus Undergraduate students.

Step 7 - Textbooks and course materials are paid out-of-pocket as the Dual Enrollment Grant does not cover them. These textbooks/materials are typically embedded into the course and are accessible on the first day of the class unless otherwise noted. You can opt out of the embedded materials, but you are still responsible for having those materials on the first day of the course. To opt out, you will select your semester from inside each course in Brightspace/eCampus. Select the button.

Step 8 - Check your Bryan College student email daily! (my.bryan.edu). Your Bryan College student email is where you receive all information related to Bryan College. **You are strongly encouraged to check your Bryan email daily.** Faculty and staff will use this email to reach out to you. In your email, you should find important information regularly sent to you, such as finances, emails from instructors, class start dates, class links, academic calendars, and other college-related information.

To check your email, log in to your MyBryan account (my.bryan.edu) Go to the lower red navigation bar and choose Webmail. You will be assigned a Bryan College email address, which will be something like jdoes12345@bryan.edu. You can also access your Webmail from Brightspace, under Resources, then Webmail.

Attend Class

Step 9 - Attending class. Please refer to the General Course policies on how many absences you can have in each course. This is your responsibility to know so that you are not academically removed from the course.

Short Video on how to log into MyBryan and Brightspace: [Accessing MyBryan & Brightspace Demo](#)

Here is a video about how to access the Learner Orientation course and a preview of a live course.

<https://vimeo.com/735816584/f60a30e092>

- Online Students - Attend your classes in Brightspace! Navigate to MyBryan (my.bryan.edu) then to the Brightspace icon located in the right corner on the lower red navigation bar. Attendance is taken in classes and is based on your participation in discussions and submitting assignments.
- Partner Site Students - Attend in person at your high school; assignments should be located in Brightspace even though you are on another campus. Navigate to MyBryan (my.bryan.edu) then to the Brightspace icon located in the

right corner on the lower red navigation bar. Attendance is taken in classes and is based on your participation in discussions and submitting assignments.

- On Bryan's Main Campus - Attend in person at Bryan College. Textbooks/materials and assignments may be different than online courses. Many on-campus courses still use Brightspace. Navigate to MyBryan (my.bryan.edu) then to the Brightspace icon located in the right corner on the lower red navigation bar. Attendance is taken in classes and is based on participation in discussions and submitting assignments.

What is MyBryan?

MyBryan (my.bryan.edu) is the student portal where all necessary academic-related information and functions are stored in one place.

It is also a place where you can:

- Lookup the academic calendar
- Check and process payment for your financial balance
- Lookup unofficial transcript and GPA
- Request a transcript
- View our catalog
- Make a tutoring appointment

Dual Enrollment students **DO NOT register for classes from inside of your MyBryan Account.** That is only for Main Campus Undergraduate students.

MyBryan also contains a list of helpful links and contact information, such as Bryan's student email, financial aid, student success counseling, and much more. To access MyBryan, you will need to receive the Acceptance Email, which will provide you with login credentials.

You should have received an email that is entitled "YOUR BRYAN COLLEGE USERNAME" with your username listed and links to the claim account.

To claim your account:

Go to <https://my.bryan.edu> Choose the term (Ex: FA-23) and click Claim account. It will ask you security questions to claim or reset your password.

When logging into MyBryan or Brightspace, both require your Bryan Email, which is your username@bryan.edu.

An example of this is jdoe12345@bryan.edu

If you have further questions, you can contact the DE Department at bcde@bryan.edu 423-775-7558 or the IT department at helpdesk@bryan.edu or 423-775-7333.

Official Means of Communication

All enrolled students are issued a Bryan College email account. On MyBryan (my.bryan.edu) it is labeled Webmail and is located in the lower navigation bar. Students may also access their email via Gmail. Students are responsible for monitoring this email account regularly and are responsible for information from Bryan College that is communicated in this way. Emails sent to a student's Bryan.edu account from any Bryan College Administration, faculty, and staff are considered official College communication.

Computer Requirements/ Technology Information

Students are required to use computers for several important tasks in this program regularly. First, all students are issued a Bryan College email account, and it is required that students check their Bryan email frequently. Second, all courses extensively use a supplemental virtual learning environment called BrightSpace. Students will need stable access to the Internet to use BrightSpace. Weekly course materials, syllabi, and/or online assignments/exams are distributed or administered through BrightSpace. Students will need a computer with audio speakers, Microsoft Office (Word, Excel, PowerPoint), Adobe Reader, Adobe Shockwave Player (free program install), internet access, printer. Students will be expected to exhibit skills in electronic communication, word processing, document development, internet use, media-enhanced presentation, and electronic library research and will receive access to training online tutorials, library resource instruction, and the Academic Resource Center.

Minimum hardware/software requirements:

The IT department for Bryan College has compiled a list of recommended hardware and software. Students are encouraged to own personal computers that meet these recommended hardware and software guidelines. Students can download a free version of Microsoft Office by visiting portal.office.com and signing in with the Bryan email and password.

Minimum hardware/software requirements:

Personal Computer: Manufactured within the last 6 years; 4+ GB RAM Operating system: Current version of Microsoft Windows (or no older than the previous two

versions) with Microsoft updates applied regularly. A webcam may be required for some courses.

Broadband Internet connection Web browser: Current version of Mozilla Firefox or Google Chrome

Software for PCs: Microsoft Word and Excel and a PDF viewer (e.g., Adobe Reader). Other software or browser plugins may be required at the instructor's discretion to support course activities or completion.

Software for Macs: Microsoft Word and Excel, a PDF reader (e.g., built-in Apple Preview or Adobe Reader), other software or browser plugins, or may be required at the discretion of the instructor in support of course activities or completion.

Mac: Intel-based system running a version of Mac OS that is supported by Apple (current or no older than the previous two versions) with security updates applied regularly

Virus Protection Software is strongly recommended (free programs are available from Sophos, Avast, Avira, AVG, and others)

Microsoft Office365 is free and is available for all students. Students must use their Bryan email when downloading.

There are two ways:

- 1) Go to [Portal.office.com](https://portal.office.com)
- 2) Use this link my.bryan.edu/student-links to get to Microsoft Office for Students.



Dual Enrollment Course Descriptions

The list below shows examples of DE courses and their description. DE students can take other courses outside this list. However, the course selection needs to be discussed with your counselor to make sure your high school will accept the course to fulfill graduation requirements.

ACCT 231 PRINCIPLES OF ACCOUNTING I: 3 hours

An introduction to the concepts and principles involved in the preparation of financial reports for proprietorships and partnerships, including accrual accounting, customer receivables, inventories, plant assets, debt, and equity. This course is designed to provide the student with a working knowledge of basic financial accounting concepts and an understanding of the economic events represented by the accounting process and financial statements.

Prerequisite: BUS 121 or MATH 115

ACCT 232 PRINCIPLES OF ACCOUNTING II: 3 hours

A continuation of ACCT 231 to include accounting for corporations. Coverage includes stockholder's equity, long-term liabilities, time value of money concepts, statements of cash flows, and financial analysis. It will also include an introduction to cost/managerial accounting, which is the study of internal reporting of accounting data for the purpose of planning and controlling operations, policy-making, and long-range planning. Areas of study include cost behavior analysis, product costing, cost-volume-profit relationships, relevant costs, budgeting, standard costs, and capital expenditures.

Prerequisite: ACCT 231

BIB 222 OLD TESTAMENT LITERATURE & INTERPRETATION: 3 hours

This course provides an analysis of the Old Testament as the foundation of the whole Bible. It focuses on the theological, literary, and historical dimensions of the Old Testament text and story; draws theological connections to Jesus and the New Testament; and makes application to modern Christianity, both corporate (church) and personal (spiritual growth).

BIB 224 NEW TESTAMENT LITERATURE & INTERPRETATION: 3 hours

This course provides an analysis of the New Testament as the culmination of the whole Bible. It focuses on the theological, literary, and historical dimensions of the New Testament text; draws theological connections to major figures of the Old Testament and its biblical theological emphases; and makes application to modern Christianity, both corporate (church) and personal (spiritual growth).

BIO 115 ENVIRONMENTAL SCIENCE: 3 hours

Environmental Science is an introduction to biological and social issues affecting the environment. Topics include energy resources; land conservation; ecosystem diversity and sustainability; soil, water, and air quality management; climate change; and environmental policy. Of special emphasis will be a Christian perspective on responsible stewardship of the earth and its resources.

BIO 210 INTRODUCTION TO ANATOMY & PHYSIOLOGY: 3 hours

A study of nutrient sources, functions, utilization, and their relationship to health and human development. Examines the need for reliable nutrition information, education, exercise, and dietetics. This course will also meet the core curriculum requirement for a non-laboratory science course.

BIO 220 INTRODUCTION TO NUTRITION: 3 hours

A study of nutrient sources, functions, utilization, and their relationship to health and human development. Examines the need for reliable nutrition information, education, exercise, and dietetics. This course will also meet the core curriculum requirement for a non-laboratory science course.

BIO 221 HUMAN ANATOMY & PHYSIOLOGY I: 4 hours

This course is a systematic study of anatomy and physiology of the human body. The topics studied include body surface anatomy and planes, basic chemistry, cell structures and functions, tissues, skeletal-joint systems, muscular system, nervous system, Course Descriptions – Undergraduate — 2023-2024 140 and the special senses. Lecture, 3 hours; lab, 3 hours. Students cannot earn credit for both BIO 221 and BIO 323. Additional lab fee applies. BIO 222 HUMAN ANATOMY AND PHYSIOLOGY II

BIO 222 HUMAN ANATOMY & PHYSIOLOGY II: 4 hours

This course is a systematic study of anatomy and physiology of the human body. The topics studied include endocrinology, blood and cardiovascular system, lymphatic system and immunity, respiratory system, digestive system, metabolism and nutrition, urinary system and water-ionic balances, and reproduction and early development. Lecture, 3 hours; lab, 3 hours. Students cannot earn credit for both BIO 222 and BIO 324. Additional lab fee applies.

BUS 111 INTRODUCTION TO SOFTWARE WITH BUSINESS APPLICATIONS:

3 hours

This course develops the fundamentals of using industry-standard software for word processing, spreadsheet, and presentation applications. The use of computers from a Christian worldview is specifically addressed. The focus will be on the academic and professional application of these programs. It also deals with issues associated with the use of digital information in the current information age, including professionalism, copyrighted/ trademarked content, and ethical standards.

BUS 121 INTRODUCTION TO BUSINESS: 3 hours

This course examines the core functions of business, introducing learners to management, accounting, economics, finance, and marketing. Through both formal academic and experiential training, learners are encouraged to determine if business is a calling in their lives. In addition, this course explores the biblical basis for business, the free market, distinguishes between profit and greed, and establishes a biblical standard for ethical business decision-making.

BUS 220 GLOBAL ISSUES IN BUSINESS: 3 hours

This course is a study of the principles, theories, and current issues of business in a global environment. The student will learn a systematic, logical way of thinking about the context of conducting business in a global environment and a framework for analyzing business issues. The course involves reading and writing from leading texts, journals, and popular literature in the field of international business as well as considering the companies, institutions, organizations, and individuals impacting the field today.

CJUS 120 INTRODUCTION TO CRIMINAL JUSTICE: 3 hours

An introduction to and overview of the discipline and practice of Criminal Justice including its historical and philosophical Course Descriptions – Undergraduate — 2023-2024 151 background. This course will give students an overview of the three main functions of the Criminal Justice system including Police, Courts, and Corrections.

CJUS 231 HOMELAND SECURITY: 3 hours

An overview of the form and functions of the U.S. Department of Homeland Security and its vital mission: to secure the nation from the many threats we face. DHS missions involve anti-terrorism, border security, immigration and customs, cyber security, and disaster prevention and management. This course will explore each of these missions in some detail.

CJUS 252 INTRODUCTION TO FORENSIC SCIENCE: 3 hours

An introduction and overview of forensic science, or the use of scientific data to provide valuable information in criminal cases (such as time of death, cause of death/injury, etc.)

COMM 111 INTRODUCTION TO COMMUNICATION: 3 hours

A course designed to develop an understanding of the basic principles of speech communication, including public speaking, and proficiency in their use.

CSCI 116 PROGRAMMING I: 3 hours

Introduction to programming with an emphasis on algorithm development, structured programming, and basic programming techniques.

CT 113 CRITICAL SURVEY OF WORLDVIEWS: 3 hours

This course compares and contrasts basic worldviews and their implications for life, and will also present the main components of a Christian worldview, as well as respond to challenges to that belief system.

CT 114 INTRODUCTION TO CHRISTIAN THOUGHT & APOLOGETICS: 3 hours

This is an introductory course in philosophy and Christian apologetics which will introduce and examine issues of faith and reason and their impact on beliefs about man and God. How do we know anything at all? What is Truth? What is the relationship between science and faith? Different ways to defend beliefs from a Christian perspective will be examined and some cultural analysis and its impact on beliefs will be included.

ECFN 110 INTRODUCTION TO PERSONAL FINANCE: 3 hours

A study of personal wealth management from a Christian worldview. Topics covered include personal budgeting, financial planning, tithing, taxes, insurance, investments, giving, managing credit, and retirement planning.

Credit cannot be earned for both ECFN 110 and CT 311.
Additional course fee required.

ECFN 221 PRINCIPLES OF MICROECONOMICS: 3 hours

This course is an introductory course in microeconomic theory. It is a study of the theoretical economic framework that explains the operations of and the interrelationships between individual markets. The course emphasizes the market mechanism, including supply and demand, consumer choice, costs and output determination, the role of competition, and the factor markets.

ECFN 222 PRINCIPLES OF MACROECONOMICS: 3 hours

An introductory course in macroeconomic theory. A study of national income accounting, the determination of national output and employment levels, the banking system, fiscal and monetary policy, and stabilization policy. Inflation, unemployment, lagging productivity, economic growth, and public debt are considered. Emphasis is placed on economic aggregates.

ENG 109 COLLEGE WRITING I: 3 hours

This course focuses on writing in a variety of rhetorical modes including exposition, argument, and an introduction to research skills. Students will write at least four major essays and complete several informal writing assignments. At least one major essay involves a literary work.

Students enrolled in the ENG 109-110 sequence may not enroll in ENG 111.

ENG 110 COLLEGE WRITING II: 3 hours

This course focuses on source-based writing, research writing, and literary analysis. Students will write at least four major essays and complete several informal writing assignments. Major essays include a research paper on a current topic and an analytical essay on a major work of literature.

Prerequisite: ENG 109.

ENG 110 is a prerequisite for ENG 211 and ENG 411. Students enrolled in the ENG 109-110 sequence may not enroll in ENG 111

ENG 213 WORLD LITERATURE I: 3 hours

A survey of selections from masterpieces of world literature from the Classical period through the Renaissance which examines the works in relation to their cultural backgrounds.

Prerequisite: ENG 110 or 111.

ENG 214 WORLD LITERATURE II: 3 hours

A survey of selections from masterpieces of world literature from the neoclassical period to the present which examines the works in relation to their cultural backgrounds.

Prerequisite: ENG 110 or 111.

FA 211 INTRODUCTION TO FINE ARTS: 3 hours

An introduction to a biblical perspective on the arts. Emphasis on basic elements, historical concepts, major figures, and implications of major works in human culture.

HIS 111 HISTORY OF WESTERN CIVILIZATION I: 3 hours

A survey course studying ancient and medieval Western civilization to 1660 with an emphasis on political, religious, and cultural history.

Credit may not be earned for both HIS 111 and HIS 211.

HIS 112 HISTORY OF WESTERN CIVILIZATION II: 3 hours

A survey course studying early modern and modern Western civilization from 1660 to the present, with an emphasis on political, religious, and cultural history.

Credit may not be earned for both HIS 112 and HIS 212.

HIS 221 HISTORY OF THE UNITED STATES I: 3 hours

A survey course that focuses on the political, military, social, economic, and religious history of the United States from the eve of colonization through Reconstruction.

HIS 222 HISTORY OF THE UNITED STATES II: 3 hours

A survey course that focuses on the political, military, social, economic, and religious history of the United States from Reconstruction to the present.

MATH 115 COLLEGE ALGEBRA: 3 hours

A college-level course covering operations of real numbers, first and second-degree equations, inequalities, linear functions, systems of equations, operations on polynomials, rational expressions and exponents, ratio and proportion, radicals and quadratic equations, and exponential and logarithmic functions. There is an emphasis placed on real-world applications to business and the sciences.

Credit may not be earned for both MATH 115 and MATH 117.

Satisfactory test scores (ACT Math of 22 or higher; SAT Math of 530 or higher) are highly recommended prior to enrolling.

MATH 116 CONTEMPORARY MATHEMATICS: 3 hours

Intended for students majoring in liberal arts disciplines not requiring additional study in mathematics. Designed to stimulate mathematical thinking by looking at areas of mathematics not usually encountered in the high school curriculum with an emphasis on their applications in real life. Topics include geometry, applications of exponents and logarithms, probability, and statistics.

MATH 117 PRECALCULUS: 4 hours

Properties of real numbers and complex numbers; coordinate geometry; properties of relations and functions, including polynomial and rational functions, exponential and logarithmic functions, and trigonometric functions. Includes computer lab once each week.

Open to degree seeking college students (assumed proficiency with high school level Algebra I, II and Geometry).

Satisfactory test scores (ACT Math of 22 or higher; SAT Math of 530 or higher) are highly recommended prior to enrolling.

Credit may not be earned for both MATH 115 and MATH 117.

MATH 122 CALCULUS I: 4 hours

Functions and graphs; differentiation and antidifferentiation of algebraic, exponential, and trigonometric functions; introduction to differential equations; applications. Includes a computer lab once each week.

Prerequisite: MATH 117.

MATH 211 ELEMENTARY STATISTICS: 3 hours

An introduction to the subjects of probability and statistics. A partial listing of topics includes collection and presentation of data, computation and use of averages, measurements of dispersion, introduction to statistical inference, hypothesis testing, regression, correlation, and chi-square tests.

Open to degree seeking college students.

Satisfactory test scores (ACT Math of 22 or higher; SAT Math of 530 or higher) are highly recommended prior to enrolling.

Credit may not be earned for both MATH 211 and MATH 242.

MGT 237 PRINCIPLES OF MANAGEMENT: 3 hours

A survey of management theory and practice with emphasis on the functional and task requirements of management. Specific topics include decision-making, time management, planning, organizing, directing, motivating, and controlling.

MKT 243 PRINCIPLES OF MARKETING: 3 hours

An introduction to marketing in relation to the business environment; involves a study from the conception of the idea for a good or service to its utilization by the consumer with emphasis on major decision areas (product, place, price, and promotion) and tools.

MUS 210 MUSIC APPRECIATION: 3 hours

An introductory course designed to investigate the nature and the role of music. Emphasis on the elements of music, the characteristic styles of major historical periods, and the lives and works of key composers within the Western musical tradition.

Not open to music majors.

PHIL 211 INTRODUCTION TO PHILOSOPHY: 3 hours

A consideration of the basic areas of philosophy, with special attention given to metaphysics (e.g. existence of God), epistemology, and moral philosophies.

PSGS 225 STATE AND LOCAL GOVERNMENT: 3 hours

Analysis of the institutions and issues of state and local governments in the U.S., in the context of a federal system. Emphasis will be placed on the various offices, legal powers, and jurisdictions of state and local governments (such as counties, cities, special purpose districts) and their relationships among each other and with the state and/or federal governments.

PSGS 226 AMERICAN GOVERNMENT: 3 hours

An introduction to and overview of the American system of limited Constitutional government, including historical and philosophical foundations, the workings of government institutions, political processes, and specifics of the U.S. Constitution.

PSGS 230 JURISPRUDENCE: 3 hours

Jurisprudence, the science or philosophy of law, is offered as an introduction to the law for the student interested in law studies, criminal justice, criminology, politics and government, to include the military.

PSY 111 GENERAL PSYCHOLOGY: 3 hours

Introduction to the general field of psychology. Emphasizes concepts helpful for understanding contemporary psychology and those basic to further study.

PSY 228 DATING, MARRIAGE, & FAMILY LIFE: 3 hours

A study of marriage and the family, including dating, partner-choice, premarital and biblical roles, communication, and conflict management. A variety of integrative texts are used to communicate relevant research findings and the biblical perspective.

SPAN 111 ELEMENTARY SPANISH I: 3 hours

Introductory Spanish course for students with little to no experience in the language. Fundamentals of pronunciation, grammar, conversation, reading and composition. Classes conducted in English and Spanish. Laboratory work required.

Not open to native speakers.

SPAN 112 ELEMENTARY SPANISH II: 3 hours

A continuation of SPAN 111. Classes conducted in English and Spanish. Laboratory work required. Prerequisite: SPAN 111 or demonstrated proficiency equivalent, or permission of the Department.

Not open to native speakers.

Link to the commonly offered courses broken down by each term:

<https://www.bryan.edu/admissions/dual-enrollment/dual-enrollment-course-registration/>



Completing Your Time with Bryan College DE

Transition to an undergraduate program with either Bryan College Online or Residential

Bryan College DE Students can transition to Bryan College Residential (BCR/main campus) or Bryan College Online (BCO) easily by completing the transition application: bryan.edu/transition. This short application uses your Bryan College DE Information to move you from DE to your next level of education easily.

Requesting your DE transcripts

- Unofficial transcripts - You can check your transcript via your [MyBryan](https://my.bryan.edu) - <https://my.bryan.edu> account, UPPER RIGHT CORNER under STUDENT, then choose COURSE HISTORY.
- Official Transcripts - If you need to request an official transcript, please refer to www.bryan.edu/transcript for instructions. Questions concerning official transcripts may be directed to the registrar's office at 423-775-7236.

Contact Information

- Dual Enrollment: 423.775.7558/ bcde@bryan.edu
 - Director, Stacey Gates X609, stacey.gates@bryan.edu, 423-664-9882
- Admissions: 877.256.7008 / admissions@bryan.edu
- ADA Office -Accommodations & Disability Services ADA@bryan.edu - Refer to the Bryan College Catalog bryan.edu/catalog
- Bryan College Main Office- 423-775-2041 or 800-277-9522
- Business Office: 423.775.7214 / billing@bryan.edu
- Financial Aid: 423.775.7460 or 7461 / financialaid@bryan.edu
- IT (Information Technology) Office
 - Help with Bryan email, MyBryan Account or Brightspace
 - Contact the Bryan IT department by calling 423-775-7333
 - or Emailing helpdesk@bryan.edu
- Transcripts and Academic Records: 423.775.7236 / registrar@bryan.edu
- Tutoring:<https://www.bryan.edu/academics/arc/> 423.775.7252 / ARC@bryan.edu