

Dual Enrollment General Instructions and Fact Sheet

Dual Enrollment

Students earn high school credit and college credit at the same time, for free paid for by SJCSJ.

Early Admissions

This is dual enrollment that allows a secondary student to enroll full-time (minimum of 12 credit hours) in courses that are creditable toward the high school diploma and an associate degree. The early admission program is limited to students who have completed a minimum of six semesters of full-time secondary enrollment (seniors) and who meet all other admission criteria required of dual enrollment students.

Eligibility

Eligible secondary students are entitled to participate in dual enrollment for a maximum of three years in college credit coursework at the 1000 and 2000 level. Typically students are juniors and seniors.

Students must:

- 1) have a minimum high school grade point average of 3.0 unweighted,
- 2) have a complete set (English, Reading, Math) of qualifying placement scores via SAT, ACT, or PERT.
- 3) Social/emotional maturity.
- 4) Counselor recommendation.
- 5) Submit a complete and accurate dual enrollment application by the published deadline.

Qualifying placement scores

Students can earn qualifying placement scores for dual enrollment classes through the PERT, ACT, or SAT. Student should refer to "Where can your test scores take you" document for qualifying placement scores needed for dual enrollment.

Pert testing- Students should call the SJRSC testing office at 904-312-4228 to make an appointment at the testing center to take the Reading, Writing, and Math sections of the PERT.

ACT- Register for the ACT exam at <http://www.act.org/content/act/en/products-and-services/the-act/registration.html>

SAT – Register for the SAT exam online at <https://www.collegeboard.org/>

Deadlines

Dual enrollment program deadlines are not negotiable. Students must meet the deadlines for Registration, DROP/ADD, Withdrawal, and all other deadlines published by SJVS. Failure to meet the deadlines means the student will forfeit the opportunity to participate and/or make adjustments within the dual enrollment program term. Parents must monitor all email correspondence from SJVS to stay up to day on DE registration deadlines and requirements.

First- Time Registration Procedures

To register for dual enrollment courses at the SJR State campus, students must:

- If you have not already logged into "MySJRstate", go to <http://sjrstate.edu> and click on "MySJRstate". Select "FIRST TIME USER ACCEPTANCE POLICY". Enter the information required and click on "Login". As soon as you see the next screen, STOP – your official Login ID will be on this screen –Follow the prompts.
- New DE students must attach the PDF printout of your written score reports from your ACT/SAT/PERT/ CPT to your application. A PDF download of your SAT and/or ACT scores can be found via your online CollegeBoard and/or ACT account. The document must contain your first and last names.

- New DE students must provide a signed consent for participation.
- A DE Registration form must be submitted by the published deadline for each term the student would like to participate in DE.

Returning DE student Registration Form

- A DE Registration form must be submitted by the published deadline for each term the student would like to participate in DE.
- The criteria for high school GPA must be met each term. Students must maintain a minimum college GPA once enrolled in the dual enrollment program or they will not be permitted to continue for additional terms.
- Make sure forms are thoroughly filled out, including a correct and legible email address that you monitor regularly, parent & student signatures, and course section numbers and titles.

Maximum Number of Courses

- DE Students may be permitted to enroll in a MAXIMUM of 10 credit hours in fall and spring and 2 courses (6-8 hours) in the summer.
- Early Admissions students may take a minimum of 12 and a maximum of 16 DE credit hours per term in fall and spring through Early Admissions.

DE courses

These courses are adult level courses and students should have not only the academic maturity, but the social/emotional maturity to handle adult content matter and academic responsibilities. Dual enrollment is the start of a college transcript. Dual enrollment grades will follow students forever, which can impact admittance to college/university, acceptance into the students major, and enrollment in graduate school. Doing poorly in dual enrollment courses may also negatively impact financial aid.

Homework

Students should expect to complete 2-3 hours of homework for each hour spent in class

Accommodations

The student will need to work with the SJRSC Disabilities Services office to determine what accommodations, if any, can be used in college classes.

SJRSC Calendar

The SJRSC calendar does not necessarily follow the St. Johns County School District calendar. It is important for students to plan to participate in all dual enrollment course requirements according to the SJRSC calendar published on the SJRSC website.

Monitoring your Account

Once you are confirmed as a dual enrollment student it is your responsibility to log into "MySJState" on a regular basis to monitor your class status, grades, classes, deadlines, and policy guidelines. You can set up your account by going to <http://sjrstate.edu> and clicking on "MySJState." The first time you log on, click on the user acceptance policy agreement to get your SJR State ID. Online courses can be accessed under the "MyCourses" tab in "MySJState." If you have any questions about "MySJState" please call 1-888-757-2293 or access the web help link.

Course Availability

Students can view the course availability for SJRSC courses to determine the time/dates/location of dual enrollment courses at SJRSC: <http://www.sjrstate.edu/courses.html>

Textbooks

Textbooks and course materials are loaned to DE at no charge through the Media Services Department located at the rear entrance of the Fullerwood Center, 10 Hildreth Drive, St. Augustine, Florida 32084. You must have a SJR State schedule printed out from your MySJRState account and present it to pick up books. The phone number is 904-547-3947. Website: <https://www.stjohns.k12.fl.us/media/dual-enrollment/>

Parking

DE students must have an SJR State parking decal. Decals are free for DE students. Log into your "MySJRState" account, select "Request Parking Decal" on Student tab, complete permit, print, sign, and submit to Security to obtain a decal.

Drop/ Add

The high school counselor must approve any changes in college courses so they can make sure the student is still taking the necessary graduation requirements. If students receive a D, F, or W students will not be eligible to take more dual enrollment courses.

Selecting courses

Students should be intentional when choosing DE courses to be sure they are getting prerequisite credits needed for their college major. Students should research courses needed to complete their Bachelors degree at their intended university.

College and High School Credit Values

When selecting DE courses, it is important that students understand that the credit value of each course is determined by the State of Florida. A completed dual enrollment course will have a predetermined credit value in the State University and Community College system and a predetermined high school credit value. Most dual enrollment courses earn students .5 high school credit or 1.0 high school credit. This information is posted in the Department of Education Dual Enrollment Course Equivalency List, and it is updated annually on the Department of Education website.

Communications with SJRSC

Students are expected to handle all communications with SJRSC because they are considered college student. No one at SJRSC, including professors (teachers), can communicate with parents per the Family Educational Rights and Privacy Act (FERPA). When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

College Advising

High school counselors advise students on high school graduation and how DE courses impact high school graduation. High school counselors cannot advise on AA degree requirements or prerequisites needed for intended majors. SJRSC advisors can help with that, once a student is enrolled in their first dual enrollment course. Students should read the following links to make sure they understand what credits they need for an AA degree:

<http://www.sjrstate.edu/pdfs/collegecourses.pdf>
<http://www.sjrstate.edu/catalog/aa.pdf>
<http://www.sjrstate.edu/advising.html>

Earning High School Credit

Students can review the dual enrollment course equivalency list to determine if the dual enrollment course will meet a high school graduation requirement:

<http://www.fldoe.org/core/fileparse.php/18762/urlt/DualEnrollAcademic1920.pdf>

Course Schedule

READ your SJRSC Sschedule and make sure you understand it and that it is to your satisfaction PRIOR to the beginning of each semester. KNOW YOUR SCHEDULE – if you do not attend class, the instructor can give you an “F” or a “withdrawal”. IT’S YOUR RESPONSIBILITY.

When selecting college courses, please keep the following in mind:

- Have you met the prerequisites for the course that you have selected?
- Which SJR State Campus is offering that specific section of the course?
- What time of day/evening is the course?
- If you are an athlete or involved in activities that may take you away for meets or events during the week, can you still attend every dual enrollment course session? If not, don’t sign up!

College Student 101

- Students are responsible for sharing information regarding dual enrollment with parents
- Make sure professors know your name & face by introducing yourself after the first class.
- Every course has a published syllabus. Find it. Print it. Follow it.
- Pay attention to the Professors’ Office Policies or contact methods.
- Attend every class, be early for class, & stay until the professor dismisses the class – EVERY CLASS – regardless of the attendance policy.
- Pay attention to the SJRSC calendar as it differs from the BTHS calendar.
- Bring your textbook(s), notebook, and something to write with to every class.
- Take notes in your notebook (not your phone) every class.

St Johns River State College Resources:

- SJRSC Catalog: <http://www.sjrstate.edu/catalog.html>
- Advising: <http://www.sjrstate.edu/advising.html>
- Career Pathways: <http://www.sjrstate.edu/workforce/careerpathways.html> (Guide for CTE programs of study)
- Free Tutoring: <http://libraries.sjrstate.edu/ASC>
- Career Services: <http://www.sjrstate.edu/careerservices.html>
- Degree Works: 24/7 Degree planning via their student portal! They can review their progress, see their GPA and plan out the next semester!
- Graduating seniors may be eligible for over 180* different scholarships through the online scholarship system: <http://www.sjrstate.edu/scholarships.html>
- Career Pathways Scholarship/Middle School Students and High School Students (Opens in October and ends next April)
- IT Help Line for SJRSC – 1-386-312-4142
- Dual Enrollment Office at SJRSC – 1-386-312-4136 or dualenrollment@sjrstate.edu
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