



SJR State Dual Enrollment Registration Process

Fall Registration
2018-2019

What are the qualifications to take D.E. classes?

- Be classified as a secondary student
- 3.0 **unweighted** grade point average
- Provide acceptable SAT, ACT, PERT or CPT scores
- Be approved by Nease HS guidance and administration

Test Scores

PERT testing available at SJR
Contact SJR Testing Department
386-312-4228

QUALIFYING PLACEMENT TEST SCORES

to enroll in English and Math - Effective Date: Spring 2017

ENGLISH - COMPOSITION I (ENC 1101)

ACT: READING - 19

ENGLISH - 17

SAT: READING - 24

WRITING & LANGUAGE - 25

CPT: READING - 83

SENTENCE SKILLS - 83

PERT: READING - 106

ENGLISH - 103

*Need qualifying Reading and English/Sentence Skills/Writing & Language scores unless you have the SAT Critical Reading score

MATH - INTERMEDIATE ALGEBRA (MAT 1033)

(Elective Credit)

ACT: MATH - 19

SAT: MATH - 24

CPT: ELEMENTARY ALGEBRA - 72

PERT: MATH - 114

MATH - COLLEGE ALGEBRA (MAC 1105)

(Math Credit)

ACT: MATH - 21

SAT: MATH - 25

CPT: ELEMENTARY ALGEBRA - 85

PERT: MATH - 123

You must have the minimum of these scores to be college ready. Mix and match your best scores from these tests. Test scores must be less than two years old. You must submit a copy of your official student score report. When submitting test scores, make sure the report has your first and last name printed on it.

DUAL ENROLLMENT - (386)-312-4136

What do I need to do to register for dual enrollment courses at the College site?

- Complete the Nease dual enrollment packet.
- Return completed DE packet to the Nease Guidance Office by Friday, **May 25th, 2018**. A completed DE packet contains:
 - Test Scores
 - SJR application
 - SJR registration form
- Dual Enrollment packets will be reviewed by the Nease Guidance team. The guidance counselors will approve the dual enrollment courses that the student can take.
- Advising appointments with Mrs. Gibbs are available April 9-12th. Students can stop by the Guidance office to schedule an appointment or parents can reach out via email, derica.gibbs@stjohns.k12.fl.us or phone, 904-547-8347.



What do I need to do to register for dual enrollment courses at the College site?

- The Fall course schedule will be posted online in April/May. To view the fall course schedule, go to <http://www.sjstate.edu/courses.html> and click on View Course Availability.
- Students need to review schedule online and come back to the Nease Guidance to complete the CRN/section numbers and courses/days/times to complete the dual enrollment registration form. Please remember to **bring the course information with you to complete the form.**
- Please remember that listing courses and section numbers on the registration form **does not mean that you are registered** in those courses.

What are some registration tips?

- Make sure that you write all of your information in a clear, legible manner and use black or blue pen.
- The student and counselor must sign the registration form. We will not process the form without these signatures.
- Keep in mind classes that will help you meet your high school graduation requirements.
- A good starting place may be the list of General Education requirements for an A.A.
- When looking online at the catalog, pay attention to the prerequisites/co-requisites for each class.
- Be sure that you can log into MySJRstate and have the dual enrollment tab because students can view their dual enrollment schedule and textbook pickup and drop-off information is placed on this tab.

What are some registration tips?

How to sign up for Prof. Enrollment's **Dual Enrollment messages:** remind101

To receive messages via text, text @profenr to (703) 436-9186. You can opt-out of messages at anytime by replying, 'unsubscribe @profenr'.

To: (703) 436-9186 Enter this number

Message: @profenr Text this message

*Standard text message rates apply.

Or to receive messages via email, send an email to profenr@mail.remind101.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

Recipients: profenr@mail.remind101.com
Subject: (You can leave the subject blank)

WHAT IS REMIND101 AND WHY IS IT SAFE?
Remind101 is a one-way text messaging and email system. With Remind101, all personal information remains completely confidential. Teachers will never see your phone number, nor will you ever see theirs. Visit www.remind101.com to learn more.

Make sure to sign-up for Remind 101. Dual Enrollment Office will send out text messages about Dual Enrollment related information using this service..

What are some factors that should be considered when registering for dual enrollment courses?

Dual enrollment students need to plan carefully when registering for courses.

- ❑ Do not overwhelm yourself.
- ❑ Take into account the rigor and number of high school courses (high school face to face and Florida virtual) you are taking with your dual enrollment courses.
- ❑ Recommendation is to take no more than 7 courses total. All courses require time and effort in order to be successful.
- ❑ Look at the scheduling! (Morning, Afternoon, etc.)

- ❑ Plan your schedule with enough travel time so you are not rushing to get to the college or back to high school.
 - ❑ Know your High School Bell Schedule if you will be a blended College/High School Site student.
 - ❑ When viewing the SJR State online schedule it is important to find courses with meeting times that allow a student enough time for travel to and from the college.

Nease Bell Schedule

Mondays and Fridays

1st: 9:15am – 10am (45)
2nd: 10:05am – 10:50 (45)
3rd: 10:55am – 11:40am (45)
4th: 11:45am – 1:15pm
A Lunch
Lunch: 11:40am – 12:10pm
Class: 12:15pm – 1:15pm (60)
B Lunch
Class: 11:45am – 12:13pm (28)
Lunch: 12:13pm – 12:43pm
Class: 12:45pm – 1:15pm (28)
C Lunch
Class: 11:45am – 12:45pm (60)
Lunch: 12:45pm – 1:15pm
5th: 1:20pm – 2:05pm (45)
6th: 2:10pm – 2:55pm (45)
7th: 3:00pm – 3:45pm (45)

Wednesdays

1st: 9:15am – 9:50am (35)
2nd: 9:55am – 10:30am (35)
3rd: 10:35am – 11:10am (35)
4th: 11:15am – 12:45pm
A Lunch
Lunch: 11:10am – 11:40am
Class: 11:45am – 12:45pm (60)
B Lunch
Class: 11:15am – 11:43am (28)
Lunch: 11:43am – 12:13pm
Class: 12:15pm – 12:45pm (30)
C Lunch
Class: 11:15am – 12:15pm (60)
Lunch: 12:15pm – 12:45pm
5th: 12:50pm – 1:25pm (35)
6th: 1:30pm – 2:05pm (35)
7th: 2:10pm – 2:45pm (35)

Tuesdays and Thursdays

Period 1 9:15 – 9:58am
Period 2 10:03 – 10:46am
Period 3 10:51 – 11:34am
Period 4 11:39 – 12:22
WIRED 12:22 – 12:29

EXCEL Time 12:31 – 1:31
EXCEL A 12:31 – 1:01

EXCEL B 1:01 – 1:31

Period 5 1:33 – 2:16pm
Period 6 2:21 – 3:04pm
Period 7 3:09 – 3:53pm

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

Allow yourself enough time to study. Make sure that you are taking the appropriate number of courses based on the amount of time you have to study.

- If you cannot devote study time for each course, you are taking a serious risk with your college GPA.
- General rule of thumb** each hour in class requires a minimum of two to three hours of study.
- If you are struggling in a particular course, then you will need to spend as much time as needed to understand the concepts and to be successful.

How many D.E. classes can I take?

For Fall and Spring semesters

Regular D.E. – up to 10 credit hours (about 3 classes)

Early Admissions students – min. 12 credit hours and max. 16 credit hours (4 or 5 classes)

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

- If you have extracurricular activities or you work, make sure that you plan that into your schedule.
 - You **will not be excused** from courses and you will likely not have the time to devote to studying. Examples are jobs, sports, clubs, dance, theatre, church, vacation, etc.
 - **Determine the number of hours** spent at work or on that activity in order to figure out the hours that you have available for attending class and for studying.
- Know your limitations. It is **better to be underwhelmed** than overwhelmed.

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

- ❑ Dual Enrollment courses are **college level courses**.
 - ❑ These courses will not be “brought down” to high school level to accommodate variations in student age and/or maturity.
- ❑ Dual Enrollment is the **start of your college transcript** and **college GPA**.
 - ❑ Your dual enrollment grades will follow you forever, which can impact admittance into college/university, acceptance into your major, and enrollment into graduate school.

What are some factors that should be considered when registering for dual enrollment courses? (cont.)

- All D.E. forms must be turned in by the specific deadline. These deadlines are usually weeks ahead of the actual start of registration. The D.E. Office has to have time to process all registration forms.
- Regular (fee paying) students register before D.E. students. Unfortunately, some courses fill up before Dual Enrollment students can register.
- We are firm on all deadlines and policies as they are set by the college.
- Once we send off registration requests, the process is completed by the college, NOT Nease High School.

How do I get a SJR State Student ID number? (“X” Number)

1. You need to submit a dual enrollment application and a copy of your official test scores (ACT, CPT, PERT or SAT), in order for your information to be entered into SJR State’s computer system.
2. The application must have the student’s month and year of high school graduation.
3. Once your information is entered into SJR State’s computer system, you will be considered to be a SJR Student and assigned a student’s ID number (“X” number.
4. You must include your Social Security number on the Dual Enrollment Admissions (application) Form. You will have difficulty logging into your MySJRstate account without a Social Security number listed.

Why do I need to know my SJR State student ID (“X” number)?

1. The SJR State student ID number (“X” number) is **required for you to log into MySJRstate**. You can still log into the system without it, but you will have to provide more information.
2. Dual enrollment students **need to write their “X” number** when submitting their dual enrollment paperwork (registration, add/drop, withdrawal, etc.). For the first registration, students may not know their “X” number because their information has not been entered into SJR State’s computer system.
3. Dual enrollment students **need to know their “X” number** to order their official SJR State transcripts, which are needed sometimes when applying to colleges and when entering a new college or university .

How can a student look up the Fall Course Schedule for College Site?

1. Go to <http://www.sjrstate.edu/courses.html>
 2. Click on View Course Availability
 3. Select Term
 4. Select Campus...For online courses, select internet based.
- Choose a schedule – Select College Credit

How do I know if I'm registered in the classes that I selected?

1. Log into MySJRstate account.
2. Check your MySJRState account. Under the **dual enrollment tab – drop down menu**, you will see **"print schedule/bill"**. **Be sure to select a Term and submit.**
2. If the course (courses) is (are) **not showing on your schedule then you are not registered** for that course.
 - a. Section was **closed** due to seating availability.
 - b. Test scores **did not meet** the courses' prerequisite test score requirement (Math and English).
 - c. Course's prerequisites **were not** met.
 - d. Some science courses have specific lecture and lab sections that must be taken together.
3. If the course is showing on your account, check the **CRN/section number** to make sure it matches the particular course section you want.
4. **No overrides or holding of seats/waitlist** are allowed.

What can I find on the MySJRstate – Dual Enrollment tab

1. Also, students can check their MySJRstate account to view their schedule. If a course is not listed when viewing your schedule then **a couple of issues may have occurred:**
 - a. Section was closed due to seating availability.
 - b. Test scores did not meet the courses' prerequisite test score requirement (Math and English).
 - c. Course's prerequisites were not met.
 - d. Some science courses have specific lecture and lab sections that must be taken together, in order to be registered for these science courses.
2. Students can print their dual enrollment schedule. MySJRstate – de tab – Print Schedule/Bill
3. Public school students can find textbook pick-up and drop-off information.
4. Students can request their SJR State parking decal. Students must have a SJR State parking decal, which are free.
5. Students can view dual enrollment news and announcements.



What can I find on the MySJRstate – Dual Enrollment tab (cont.)

6. Students can **access SJR State's library resources/database** to research for their English (Composition courses).
7. Students can **only enter their online/distance learning classes** (Blackboard) through MySJRstate – dual enrollment tab.
8. Students can **gain access to SmartThinking** – online tutoring resource.
9. Students can **view their dual enrollment grades**.
10. Students can also **order official SJR State transcripts** and **print unofficial SJR State transcripts**.



How can I (the student) solve a registration problem?

1. Check to see if a seating availability (**closed section**) issue has occurred. Look to see if there is an alternate course/section you would like to register for if the desired section is closed.
2. Check to see if the course has a **prerequisite requirement**. The online schedule gives a description of the requirements for each course.
3. Check to make sure the Dual Enrollment Office has all of your **test scores** (ACT, SAT, CPT, PERT, or AP, etc.).
4. If the requested section is open, make sure that you submitted the **correct CRN/section number**. Sometimes, we can't read the handwriting so a different number maybe entered.
5. You will need to complete a drop/add form if you wish to make changes to your College Site schedule. This will need to be submitted to the high school for approval and then it will be sent to the dual enrollment office.



Why am I not registered for the dual enrollment courses that I selected when I turned in the dual enrollment registration for almost month and half ago?

1. Registration forms are turned in almost two weeks before the Dual Enrollment Department's designated registration dates, due to the volume of dual enrollment registration forms to be processed.
2. Before the dual enrollment designated registration dates, regular fee paying students are registering almost two weeks earlier online – 24/7. As a result, by the time the dual enrollment students are allowed to register, sections may have closed due to seating availability. Each course section only has a certain number of students that can register for each section, including online sections.

Students who **frequently view their MySJRstate accounts** will be able to see if there is a problem with their registration before they receive their dual enrollment schedule in the mail.

Why do dual enrollment students have to start the registration process so early?

1. Every registration form has to be **processed manually**. SJR State has over 1800 DE students and a few employees in the dual enrollment department to process all the registration forms. SJR State's Dual Enrollment works with four public school districts, private schools, and home education students from Clay, Putnam and St. Johns.
2. We have to make sure that **each registration form is completed correctly**:
 - a. Student has been admitted and enrolled for the correct term.
 - b. A student has test scores (ACT, SAT, PERT or CPT) **less than two years old**.
 - c. A student has **met the prerequisite requirements** for the courses he or she wants to register for.
3. A prerequisite is a requirement that is needed before enrolling in a course, which could be a **minimum test score(s), successful completion (grade of C or higher) in a lower level course, or credit awarded due to passing AP exam (or another acceleration mechanism)**.
4. A student has **met the co-requisite requirement for enrolling in a course**. For example, SJR State requires students taking a science to enroll in the lecture and the lab at the same time. Specify lab section may need to be taken to be registered in a certain lecture course.

Why are dual enrollment students not allowed to register, add/drop (schedule change), or withdraw from classes online?

- ❑ Dual enrollment students **are not allowed to register, add/drop, or withdraw from classes online** because the high school dual enrollment contacts have the responsibility in confirming that students are **meeting their high school graduation requirements.**
- ❑ In an effort to assist the high school dual enrollment contacts with this issue, the Office of Dual Enrollment **processes all paperwork manually.** Our goal is to ensure that the high school's **dual enrollment contacts have the most up to date information regarding their dual enrollment students.**

Dual Enrollment Textbooks

College Site

- For college site textbooks you will need to go to The Fullerwood Center – Media Services.
- More information regarding college site textbooks can be found using the following link, <http://www.stjohns.k12.fl.us/media/dual/>
- You must bring in a physical copy of your schedule in order to pick up textbooks.** Students enrolled in dual enrollment courses will be responsible for the cost of consumable items and one-time-use online fees (online codes). SJCSJ does not incur the cost of these materials.
- You will sign a Textbook Checkout Agreement for use the textbooks for the term.
- Please pay attention to the deadline to return the textbooks. A fee of \$10 per book per day is charged for those not returning their books by the deadline.

What are some helpful tips for dual enrollment?

1. Always **keep a list of the courses** that you **initially requested** on your dual enrollment registration form and their CRN/sections #s you want to register for or a copy of your registration form.
2. Schedule changes **will only be accepted** on the drop/add form with approval from your School Counselor or Nease Administration.
3. Class closures are a part of college so always **make a list of alternative courses** in case any of your first course options are closed.

Log into your MySJRstate account **regularly**.

5. Make sure that you are aware of **SJR State's and your high school's deadlines**: paperwork deadlines, registration dates, add/drop deadlines, and withdrawal deadlines.
6. Students make sure to communicate with all parties: Nease' guidance counselors, Dual Enrollment Department, dual enrollment teachers, and parents.
7. Make sure that you understand the Student's Responsibilities.

What are the realities of College and Dual Enrollment?

- ❑ Students **must manage** their time and schedules. Also, the grading, testing, and attendance policies supersede the high school policies.
- ❑ The college calendar **is not always the same** as your high school calendar. If the college is open, you are expected to attend class.

Professors **may not collect** homework assignments but the expectation is that students **understand and can demonstrate mastery** of knowledge on tests. The assigned work **must be** completed and **students must be ready to take tests** when scheduled.
- ❑ Students are required to read the subjects assigned by the professor. The reading material may not be covered in class, but it will be on a test.
- ❑ Students **must know assignment and test deadlines**. Professors do not have to accept late assignments or give makeup tests.
- ❑ It is the **student's responsibility** to contact the professor if they are having trouble in the course. or missing class because of sickness. The student may have to visit the professor during their office time to seek assistance. In addition. SJR State has tutors available and has Smarthinking, an online tutoring service.

Helpful Links

- How to log-in to SJR State:
 - <http://www.sjrstate.edu/pdfs/portallogin.pdf>
- How to view your schedule:
 - <http://www.sjrstate.edu/pdfs/student-course-schedule.pdf>
- How to choose college courses:
 - <http://www.sjrstate.edu/pdfs/collegecourses.pdf>

Things to Remember...

The deadline to turn in your Dual Enrollment Packet for Fall semester is:

Friday, May 25th

Who are the D.E. contacts?

Nease High School

Mrs. Cindy Vartanian
School Counselor, Last Names A-DE
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Mrs. D'Erica Gibbs
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St. Johns River State College

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Dual Enrollment Office's Phone Number:
386/312-4136