

STUDENTS – IF YOUR COURSE REQUIRES AN ACCESS CODE – Call your BOOK PROVIDER.

**Spring 2018-20 Reminders
St. Johns County Dual Enrollment Students**

1. **LOGIN and learn:** 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 – keep that information and set your **Password** by following the instructions on the screen. You will use this **Login ID** and **Password** each time you sign into your “MySJRstate” account where you can access your “Email”, your “Schedule”, your “Parking Decal”, “Blackboard” for online classes, “Degree Works”, “Course Availability”, “College Catalog and Handbook”, and simply to learn how to manage a college career.
2. **Need help with “MySJRstate”?** Call IT help line 386-312-4142 or Dual Enrollment at 1-386-312-4136 or email DualEnrollment@sjrstate.edu.
3. Your **High School’s Dual Enrollment Counselor MUST approve**, sign/initial all applications, registrations and/or changes before submission to the Dual Enrollment Department. Home School and Private School students are required to obtain the approval of their school counselor/parent, also.
4. **READ** your SJR State schedule and make sure you **understand** it and it is to your satisfaction **PRIOR** to the beginning of each semester.
5. **Spring** classes **start** on either **Monday, January 8, OR Monday, March 5**, for **three** sessions of **different lengths**. **Spring** sessions will **end** on either **February 28 OR April 27**, depending on what course you take.
6. If you need to **DROP** a class, do it by **January 12, January 10, or March 7**, the date for your **specific class**.

Term	Start Date	End Date	Add/Drop (schedule change)	Withdrawal with a “W”	Total Weeks
Spring Term	1/8/2018	4/27/18	1/12/18	3/26/18	14
Spring A	1/8/2018	2/28/18	1/10/18	2/12/18	7
Spring B	3/5/2018	4/27/18	3/7/18	4/12/18	7

7. If you drop a class **after its specific add/drop date above, in bold, you will receive a “W”** which may make you ineligible for dual enrollment during all future semesters. You will be able to continue in the rest of your dual enrollment courses until the current semester is over. **Be sure to know your specific date to drop or withdraw.**
8. **KNOW YOUR SCHEDULE** – if you do not attend class, the instructor can give you an “F” or a “withdrawal”. **IT’S YOUR RESPONSIBILITY.**
9. **Dual Enrollment** students **MUST** have an **SJR State parking permit**. Log into your “MySJRstate” account, **select “Request Parking Decal”** on Student tab, complete permit, print, sign, and **submit to Security** to obtain a decal.
10. **FOR ALL SCHEDULES:** The College does not identify students with disabilities, therefore, it is necessary to self-identify. Contact the disability coordinator at your SJR State campus to schedule an appointment. The disability coordinator will talk to you about your personal experience with the disability, past use of accommodations and strategies and technologies used. On our St. Augustine Campus call (904) 808-7402.

11. Public School Students – Textbooks: Dual Enrollment textbooks are checked out (loaned) to SJCS students through the Media Services Department located at 10 Hildreth Drive in St. Augustine. The phone number is 904-547-3947. Students may pick up books for the **SPRING SEMESTER** on Dec 14th, 15th, 18th & 19th. **There will be NO CHECK OUTS on December 20th and 21st due to textbook inventory.** We will resume textbook pick up on January 5th. Textbooks will only be issued weekdays between the hours of **8:00 a.m. - 4:30 p.m.** (excluding holidays).

YOU MUST BRING YOUR ID, A PRINTED COPY OF YOUR SCHEDULE AS PROOF OF ENROLLMENT AND SIGN THE DISTRICT’S TEXTBOOK CHECKOUT AGREEMENT FORM TO RECEIVE BOOKS AND OTHER MATERIALS.

All Dual Enrollment Textbooks issued for the **FALL SEMESTER** must be returned to the Fullerwood Center at 10 Hildreth Drive no later than **December 14, 2017**. Textbooks **MUST** be returned on time to avoid the **\$10 per book, per day late fee** (per signed checkout agreement) and prior to any additional textbooks being issued. **NO EXCEPTIONS.** You are welcome to return the books early if you wish.

Private, Home School, and Florida Virtual students – You must purchase your books at the SJR State Bookstore.