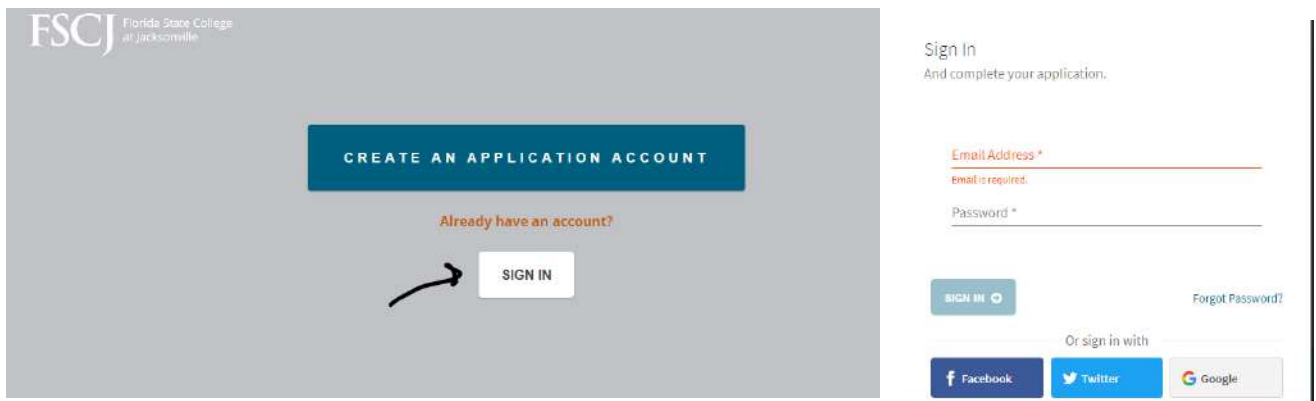


## How to transition from Dual Enrollment student to Traditional Student

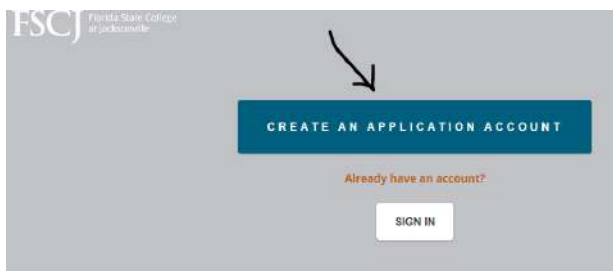
Go to fscj.edu and click the APPLY button:



On the next screen, if you originally submitted your application online (late Fall 2020 or Spring 2021 for Spring 2021 new registration only) you will click the Sign In button and use the original e-mail and password you established at that time. There is a Forgot Password option if you need it.



If you have been taking classes in the FSCJ Dual Enrollment program before Spring 2021, you will not have an application in the system and need to create a New Application Account. Click on CREATE AN APPLICATION ACCOUNT.



In the Start your application screen, click on General Application (NOT Dual Enrollment Student).

Start your application  
What do you want to apply for?

- General Application
- Transient Student
- International Student (F-1)
- Dual Enrollment Student
- Continuing Education Courses (CWE)

Then fill in your e-mail, a password (write it down), your First Name, Last Name, Date of birth, When do you want to start classes, Your Educational Goal (read through the selections before you make your choice), Program of Study. Then click on Create Account.

**Please note that there is an Application Fee of \$25 to submit your application.**

Create an account  
To track your application.

If you will be studying with us under an F-1 visa, please fill out our [International Application](#).

\*Email

\* Password

Approved to save sensitive and legal based local to characters. Be sure to honor your password because you will need to remember this log-in info to access your portal throughout the admission process.

\* Confirm Password

\* First Name

\* Last Name

\* Date of Birth (MM/DD/YYYY)

**Bachelor's Degrees** (B.S., B.A.S., B.S.N.) are upper-level programs for students who have earned an Associate in Science or Associate in Arts degree or 60 hours of transferable college credit and wish to continue at FSCJ.

**Technical Certificates** (T.C.) are college credit programs for individuals wishing to spend less than two years preparing for direct or immediate entry into a career.

**Career Certificates** (C.C.) are non-credit, clock-hour programs providing practical hands-on training in technical fields. All programs take less than two years.

**K-12 Teacher Certification Programs** include the Educator Preparation Institute (EPI) for baccalaureate degree holders in fields outside of education who want to earn their Florida Professional Certification to teach in a K-12 classroom and a non-degree re-certification opportunity for current K-12 teachers.

**High School/GED** offers programs for committed adults seeking to earn a standard high school diploma and able to complete high school graduation requirements within one academic year and GED Preparation programs to prepare students to test for a Florida high school equivalency diploma.

**English for Speakers of Other Languages** (ESOL) is a non-credit program that provides English language instruction to adult learners living in the U.S.A., whose primary language is not English.

**Non-Degree** is for individuals that want to take college credit courses without pursuing a degree.

If you plan to use financial aid to pay for your courses, please review the program webpage before selecting a major. Non-degree seeking programs and some short-term programs are not eligible for financial aid.

\* What's your educational goal at FSCJ?  
Associate in Arts Degree

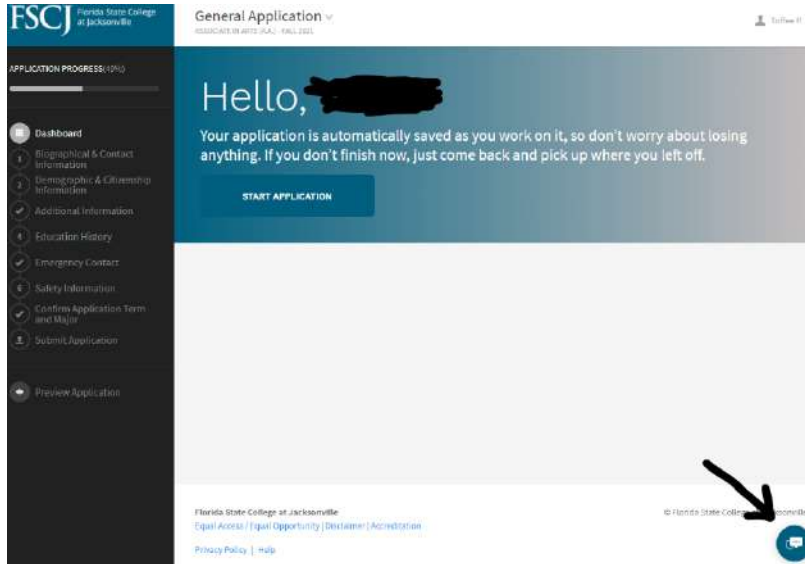
\* Program of Study  
Please to request

An application fee is assessed when a student applies to FSCJ. Application fees must be paid before application processing. Note: This fee is a processing fee and is non-refundable.

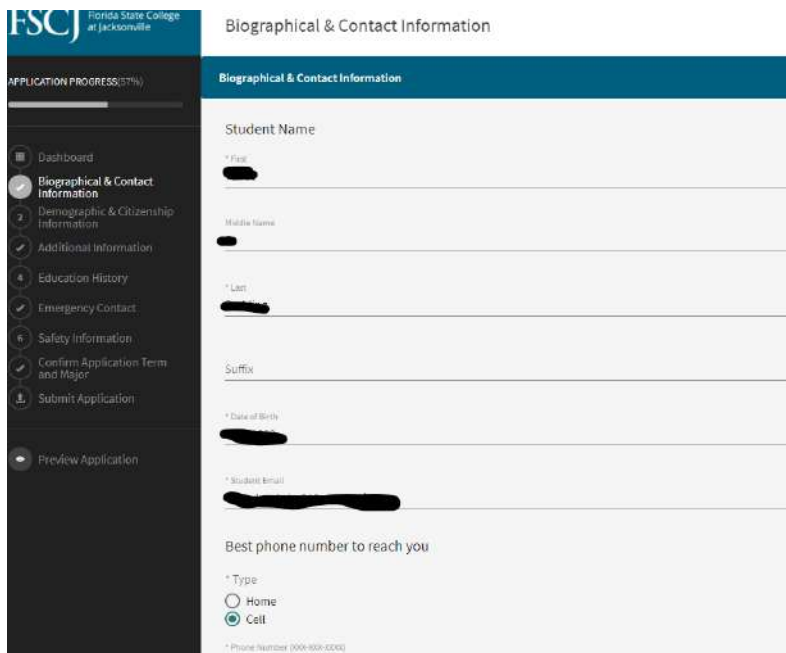
CREATE ACCOUNT

You will then be sent to the Application Dashboard to submit your information.

Click on Start Application. Please note that in the lower right-hand portion of the screen there is a link to chat with FSCJ personnel if you have questions while putting in your application. This chat is available 8 am -6 pm Monday – Thursday, and 9 am – 3 pm on Friday. On the left side of the screen is a Dashboard showing your progress through the application.



On the next screen, you will add your Biographical and Contact Information to include address and phone number. When you are finished on this page, click on Go to Next Step.



The next page will ask for demographic and citizenship information to include your Social Security number. That number is needed to assist with your financial aid and scholarships.

The screenshot shows the 'Demographic & Citizenship Information' page. The left sidebar lists application steps: Dashboard, Biographical & Contact Information, Demographic & Citizenship Information (current), Additional Information, Education History, Emergency Contact, Safety Information, Confirm Application Term and Major, Submit Application, and Preview Application. The main content area includes:

- Gender: Radio buttons for Female and Male.
- Are you a United States citizen?: Radio buttons for Yes and No. A note below states: 'If you were born in the United States you are probably a citizen.'
- Are You Hispanic/Latino?: Radio buttons for Yes and No.
- Ethnicity - Select one or more: Checkboxes for American Indian or Alaskan Native, Asian, Black or African-American, Native Hawaiian or Other Pacific Islander, and White.
- Social Security #: A text input field.
- A note: 'Although this field is optional, we suggest you provide your SSN to speed up your financial aid process and receipt of your transcripts.'
- A privacy policy link: 'Florida State College at Jacksonville collects and uses social security numbers (SSNs) if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required. Click here to view our policy.'

The next page, Additional information will ask if you are interested in Campus Housing, if you have an affiliation with the military, and If you have enrolled at FSCJ before.

Because you are a dual enrollment student, you need to click the Yes button on the last question.

The screenshot shows the 'Additional Information' page. The left sidebar lists application steps: Dashboard, Biographical & Contact Information, Demographic & Citizenship Information, Additional Information (current), Education History, Emergency Contact, Safety Information, Confirm Application Term and Major, Submit Application, and Preview Application. The main content area includes:

- Are you interested in campus housing?: Radio buttons for Yes and No. The 'No' button is selected.
- More about 20West Student Housing: A link.
- Do you have any affiliation with the military?: Radio buttons for No Military Service and Military Service.
- Have you ever enrolled at FSCJ before?: Radio buttons for Yes and No. The 'Yes' button is selected, and a black arrow points to it.

A 'GO TO NEXT STEP' button with a right arrow is at the bottom right.

On the next page you will add your schools. First put in your high school—including Home School if applicable. Once you put in that information, including your high school graduation date, you will click SAVE and then Add another school.

Then because you are a dual enrollment student, you need to add College—Florida State College at Jacksonville in Jacksonville, FL.

Unless you are completing your AA degree at the same time you graduate high school, you will click No on the question asking Did you or Will you graduate from this school. Then click SAVE.


Education History Tolfee P. ▾

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**Previous Institutions** 1/1 REQUIRED

**School Information**

🔍 School Information

 **Florida State College at Jacksonville**, Jacksonville, FL ✕

\* High School or College?  
**College** ▾  
Home School and GED fall under the High School category.

\* School Name  
**Florida State College at Jacksonville**  
Search for your school at the top of this page. If you cannot find it, please type the name here.

\* City  
**Jacksonville**

\* State  
**FL**

\* Did you or will you graduate from this school?  
 Yes  
 No

**SAVE**CANCEL+

When finished, you will go to the next step and fill in information on your emergency contact.

## Emergency Contact

Toffee P. >

### Emergency Contact

Relationship ▼

First Name

Last Name

### Emergency Contact Phone

Type

Home

Cell

\* Phone Number (XXX-XXX-XXXX)

Best number to reach this person.

Text Messaging

Yes

No

Is it OK to text in an emergency?

The next page will verify Safety Information:

### Safety Information

Toffee

#### Safety Information

0/2 REQ

Please check our [campus policy](#) if you have been convicted as a sexual offender or predator.

\* Have you ever been convicted as a sexual offender in any court of law?

Yes

No

\* Have you ever been convicted as a sexual predator in any court of law?

Yes

No

You will then be asked to confirm the term you intend to start as a traditional student and your degree and major.


After that, you will Submit your Application.

**Confirm Application Information** 3/3 R

\* Term  
Fall 2021

\* Degree  
Associate in Arts Degree

\* Major  
Associate in Arts (A.A.)


**SUBMIT** 

Click the Submit button to move ahead to the payment portal. Choose “Pay with Credit Card”, then click Make a Payment button.

**Application Fee**

A non-refundable fee of \$25.00 is required to process your application.

How would you like to pay the fee?

Pay with Credit Card 

**Make a Payment**

**SUBMIT YOUR PAYMENT**

On the next screen you can choose to pay by eCheck or by Credit/Debit card.



Student Name: [REDACTED]

Payment Amount: \$25.00 USD

Pay With eCheck

OR

Pay With Credit/Debit Card

Includes a 1.75% service fee



Powered By 



**FSCJ** Florida State College at Jacksonville

Student Name: [REDACTED]

Payment Amount: \$25.00 USD

Email: [REDACTED]@yahoo.com

Name on Bank Account

Routing Number

Account Number

Confirm Account Number

Account Type

I have read, understood, and agree to the [Terms of Use](#) and [Privacy Policy](#).

**Continue**

[Go Back](#)

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**FSCJ** Florida State College at Jacksonville

Student Name: [REDACTED]

Payment Amount: \$25.00 USD

Service Fee: \$0.44 USD

Total: \$25.44 USD

Email: [REDACTED]@yahoo.com

Name on Credit/Debit Card

Credit/Debit Card Number

Expire Month | Expire Year

Billing Zip Code

I have read, understood, and agree to the [Terms of Use](#) and [Privacy Policy](#).

**Continue**

[Go Back](#)

After you have submitted payment, you should receive confirmation and an email.

One more acknowledgement step, and then a final Submission.

Almost done.  
Review the following and sign your application.

By submitting my application, I hereby agree to abide by all rules, policies, and procedures of Florida State College at Jacksonville (FSCJ) as set forth in the District Board of Trustees Board Rules and Administrative Procedure Manual and as published in the FSCJ College Catalog and Student Handbook, including, but not limited to the Academic Honesty Policy, Student Code of Conduct and admissions requirements.

I certify that the information given in this application is true, complete, and accurate, and I understand that any false or fraudulent statements provided in this application or residency statement may result in actions including but not limited to, disciplinary action, denial of admission, and invalidation of credits or degrees earned. Should any information I have provided change prior to my enrollment at FSCJ, I shall immediately notify the FSCJ Office of Admissions.

I agree to the release of my secondary or post-secondary transcripts and related credentials, including standardized test scores, to FSCJ; furthermore, I authorize FSCJ to contact any secondary and /or post-secondary institution that I have attended to confirm receipt of the official records requested to complete my application and to discuss any additional academic requirements.

I understand that I am obligated to pay a non-refundable application fee. The fee is required to complete the FSCJ application. The application fee may be paid online or by visiting the Student Financial Services office on campus.

By electronically signing the application and clicking the "Submit Application" button below, I am acknowledging that I have read the above certification statements and agree to abide by the above-stated conditions.

\* By clicking the **Submit** button below, I am acknowledging that I read the above certification statements and agree to abide by the above-stated conditions.

I Agree  
This serves as your digital signature.

**SUBMIT YOUR APPLICATION**

After you have submitted the full application, you should receive confirmation and an email. Remember that you will also need to complete Residency and provide documentation that you are a Florida Resident to receive the lowest tuition rate.