



Dual Enrollment Online Application Instructions

Please use the steps below to assist you with completing the online dual enrollment application. If you experience any issues, please feel free to call the Dual Enrollment Office at (386) 312-4136.

Step 1: Go to the following link to reach the dual enrollment online application:

<https://bit.ly/2APhdpc>

Step 2: Select “First time user account creation”

Admissions Login

Welcome to the St Johns River State College Online Application.

Dual Enrollment students, please review the information regarding the Dual Enrollment Program before applying [Click Here](#).
Dual Enrollment admission applications are free.

For first time Web Admissions users, please click "First time user account creation". This will allow you to create a temporary Login ID and PIN for this Web Application.

Returning Web Admissions users enter your login information below. Login ID and PIN are case sensitive.

For more information, [See Admissions Web Page Click here](#).

SJR State College Non-Discrimination Statement

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

SJR State College Declaración de No Discriminación

St. Johns River State College no discrimina en contra de ninguna persona en sus programas, actividades, políticas o procedimientos por motivo de raza, etnia, color, origen nacional, estado civil, religión, edad, género, sexo, el embarazo, orientación sexual, identidad de género, información genética, discapacidad o estatus de ser veterano/a. Todas las preguntas o consultas sobre el cumplimiento de las leyes relacionadas con la política de no discriminación y las quejas relacionadas con la conducta sexual inapropiada o la discriminación, pueden dirigirse al Coordinador del Título IX / Oficial de Equidad, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida , 32177; 386-312-4070.

Login ID:

PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)

Step 3: Set up your Admissions Login information

***Read the directions for how to setup your user log-in and pin. Once setup, select “Login”. Please remember your log-in credentials. You will need this again if you save your application and need to go back to work on it at a later time.**

Admissions Login - New User

 Please create a Login ID and Personal Identification Number (PIN), so you may login and complete your application. Your Login ID can be up to 9 characters consisting of letters and numbers only.

Please don't use any special characters such as #, @, &, \$, / etc. as use of them could delay your application being processed.
Your PIN must be six numbers between 0 and 9.

Please record your Login and PIN for future reference. You will need this information if you wish to return to the application or if you are timed out while completing the application. After you have recorded this information, click Login.

Note: If you forget your Login and PIN, you must create a new application complete with a new Login and PIN. To prevent corruption of your application information, do not allow anyone else to use your Login and PIN.

Your Login ID and PIN will be saved for future use.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

Step 4: Begin application by selecting Admission Term.

*** It is VERY important student's select the term they will be starting. If they do not select the appropriate term, they will need to do another application.**

***Once you have selected your Admission Term and put your First and Last Name, select “Fill Out Application.”**

Apply for Admissions

The Application Period for Spring Classes starting January 7th is CLOSED. All Spring applications subn (classes starting March 4th).

 **Prior to selecting an admission term below, we recommend you check course offerings and availability.**
Course offerings by term can be reviewed by clicking on: [COURSE AVAILABILITY](#)

 Select the available term you want to apply for (future terms will be available at a later time).
Please provide your **full legal name** using a mixture of UPPER and LOWER case letters for official college documentation.
When you're finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type: Dual Enrollment

Admission Term:*

First Name:*

Middle Name:

Last Name:*

Fill Out Application

[Return to Application Menu](#)

Step 5: Fill out all sections of the applications listed below.

***You can work on some sections and finish your application later. Make sure to save after each section before hitting “Finish Later”. The application is fairly easy to complete in one sitting.**

***Once you have completed all sections, please select “Application is Complete”.**

Once an application is submitted it may not be updated.

You may click on **Finish Later** and come back at a later time to complete your application. You can log in with the same User-ID and PIN you created to start your application. **Incomplete** applications will be purged fourteen days after their creation date.

Click on **"Application is Complete"** for SJR State to process your application.

-  Legal Name
-  High School or Home School
-  Address and Phone
-  Area of Interest
-  Personal Information
-  Attendance Information
-  Emergency Contact
-  Dual Enrollment Signature Page

Step 6: Students should be prompted to print and complete a consent form.

***Student will receive their X numbers right away. Please make sure to keep this information.**

***While this is the last step to the online application, students should follow the remaining steps listed:**

- 1. Print the Dual Enrollment Consent Form. If the consent form does not pop up after you have completed the application, it is also attached to the acceptance email, and you can print it from there.**
- 2. After completed, return the Consent Form and your placement test scores (ACT/SAT/PERT) and any IB/AICE/AP score you want credit for, to your high school guidance counselor. In St. Johns County, collegiate high school students are responsible for their testing. In Clay and Putnam Counties, the collegiate high school students will be signed up for specific test dates.**

Dear TSTU020419F1 TSTU020419L1,

You have successfully completed step 1.

Your Student ID is: X00785694 (Please save and keep secure for future use.)

Follow the steps below to complete your application:

1. Print the Dual Enrollment Consent Form and fill it out completely. [Click here for Consent Form](#)
2. After you have completed and signed the Consent Form, return it to your high school guidance counselor.
3. Additionally, you must submit your placement scores and any AP, IB or AICE scores to your guidance counselor.

****IMPORTANT: Your application will not be processed without the Consent Form and Placement Test scores.**

Thank you for submitting your Dual Enrollment application. Please check the e-mail address you provided on your application for your next steps.

Sincerely,

SJR State's Dual Enrollment Office
(386) 312-4136
dualenrollment@sjrstate.edu

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[Return to Application Menu](#)

Trouble Shooting

Some students have received the below error message after completing step 2 (setting up user log-in). If this happens, the student should select the link in step 1 again, log-in with the credentials they just created, and should be able to proceed.

Select an Application Type

Hello. It looks like you have no open applications at this time.

To start an application, please return to the admissions webpage by following the link below and answering the application questions.

[Admissions Web Page](#)

[Return to Homepage](#)

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