

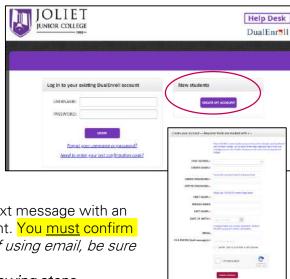


Welcome to the dual enrollment program at Joliet Junior College! Joliet provides a convenient online registration process using DualEnroll.com. Here's how to register for your course(s).

First Time Students - Create an Account

You can register by computer or right on your smart phone by entering https://jjc.dualenroll.com/login and clicking on CREATE MY ACCOUNT.

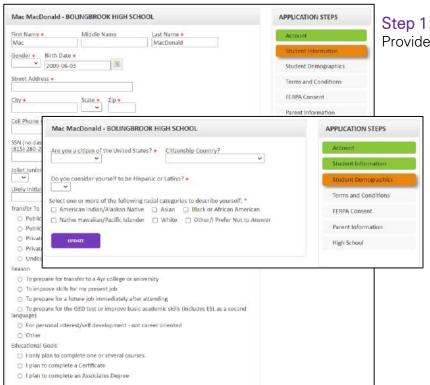
Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.



Once you click **CREATE ACCOUNT**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You <u>must</u> confirm your account before you can proceed with the registration. If using email, be sure to check your junk and spam folders for the email.

Log back into your DualEnroll account and complete the following steps.

Joliet Junior College has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.

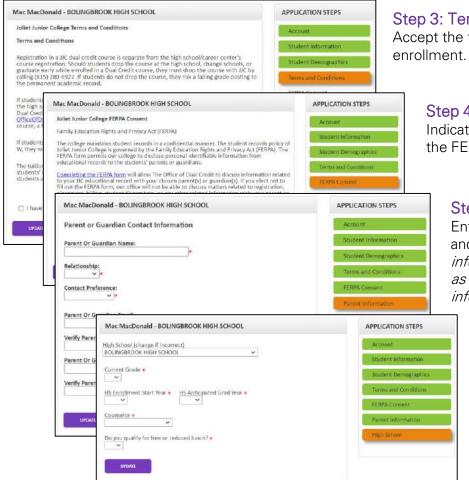


Step 1: Student Information
Provide your contact information.

Step 2: Student Demographics







Step 3: Terms and Conditions
Accept the terms and conditions of
enrollment

Step 4: FERPA Consent Indicate that you agree with the FERPA Consent

Step 5: Parent Information
Enter parent contact preference
and information. Parent contact
information cannot be the same
as the student contact
information.

Step 6: High School Enter your high school information.



You can always go back and edit any of the steps by clicking on your Profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

STOP HERE

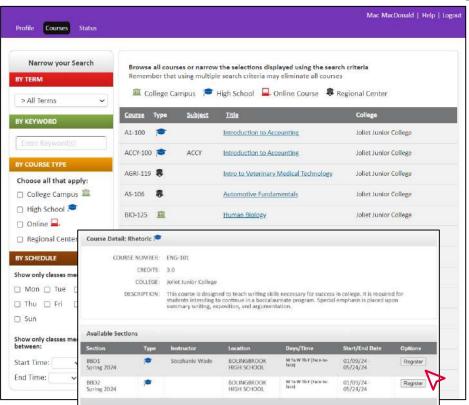




Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the Help Desk button in the upper right corner of the screen.





Register for Course(s):

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process.

Your part of the registration is done for now. You will receive an email letting you know when your registration is complete or if more information is needed. You may register for other courses under the Courses tab, or check your registration status under the Status tab.



Provide Feedback:

The college may require additional information, or there may be an issue completing your registration. This screen will explain the issue; provide the solution.

Click COMPLETE STEP.

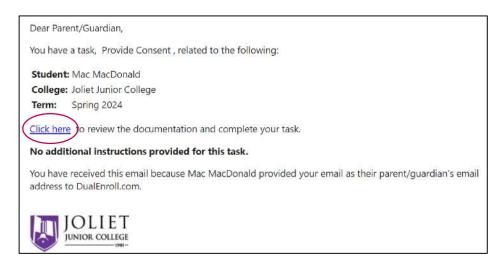




Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.*

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.



Parent: Provide Consent	
	Mostrar en Español
Do	pes Mac MacDonald qualify for free or reduced lunch?
	○ Yes ○ No
en of	egistration in a JJC Dual Credit course is separate from the high school/career center course registration. Your student will earn illege credit with JJC upon successful completion of the Dual Credit course with a grade of C or better. By consenting to your student's irollment, you agree to the financial terms associated with Dual Credit courses. All Dual Credit courses are assessed at the tuition rate \$12 per credit hour, and payment is due upon course registration. Tuition statements and charges appear in the student's MyJJC count upon course registration. Tuition is waived for students who qualify for the Federal Free and Reduced Lunch Program.
	Sign electronically by entering your first and last name: DECLINE PARENT CONSENT
	Click 'Complete Step' to give permission for your child to take this course and agree to the above
CO	MPLETE STEP

Provide your electronic signature by selecting Approve.

There is an option for Spanishspeakers to complete a Spanish language consent form.

Click **COMPLETE STEP**.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.