

NAME: _____

Please use INK throughout this packet !!

NEW

**to Dual Enrollment
for SUMMER 2023**

Due*

to Main Guidance Office by

04/13/23

***Recommended Deadline: 03/08/2023**

Final Deadline: 04/13/2023

New to Dual Enrollment CHECKLIST

Complete ALL of the following items before submitting your packet. Students should submit the completed packet to Ms. Richards in the main Guidance Office AS SOON AS POSSIBLE for the best chance of securing a "seat" in the requested courses before courses reach capacity. Courses are subject to availability. Please note, in order to fulfill the required one credit of US History, students must take AMH 2010 and AMH 2020. Please use INK on all the forms!

Recommended Deadline: 03/08/2023 – *Students should submit the application and registration as soon as possible in order to secure a seat in a course before it becomes full.*

Final Deadline: 04/13/2023 – *This is the final deadline issued by St. Johns River State. They do not allow any exceptions.*

Initial next to each step once completed.

_____ Read Dual Enrollment FAQ attached (*also located on School Counseling DE website*). >>
<https://www-bths.stjohns.k12.fl.us/guidance/dual/>



 Read FERPA and Dual Enrollment Expectations in this packet.

Read the Principles of Participation. >>>>>>>>>>>>>>>>>>>>>>>>>>>>
https://www.sirstate.edu/pdfs/Principles_Participation.pdf



_____ Check your cumulative unweighted GPA in HAC to ensure eligibility of 3.0 or higher.

_____ I have already taken the SAT, ACT, PSAT or PERT test.
(If you are taking ENC 1101 or MAC 1105, check for qualifying scores on the back of this sheet.)

____ Attach your SAT, ACT, PSAT or PERT test official score report to this packet.
(Download from College Board or ACT, print and attach all pages, NO screenshots).



Read Guide to Apply Online. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
<https://www.sirstate.edu/pdfs/DE-app-process.pdf>

[illegible]

_____ Complete the Consent Form in this packet.

View how to choose classes at SJRSC >>>>>>>>>>>>>>>>>>>>>>>>>>>>
<https://www.sjstate.edu/pdfs/student-course-schedules.pdf>



Complete the Registration Form in this packet. Must be completed in INK.
(See example of course selections on the back of this sheet. Make sure to complete the Alternative section in case the specific course you chose is full.)

Be aware of SJRSC deadlines for Add/Drop and Withdraw for the Summer 2023 semester!

Qualifying Test Scores

Test & Course Placement	PERT	ACT	SAT	PSAT
ENC 1101	103-150 (writing) 106-150 (reading)	17-up (writing) 19-up (reading)	25-up (writing) 24-up (reading)	25-38 (writing) 24-38 (reading)
MAT 1033	114-122	19-20	24	24-26
MAC 1105/MTB 1304/STA 2023	123-150	21-26	25-28	26.5-38
MAC 1147/MAC 2233		27-up	29-30	
MAC 2311		30-up	31-up	

Example of Completed Course Registration Chart

Courses	Term 1-2-3	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1		20236	3		MAC 1105	College Algebra	Online					
2		20467	3		BSC 2085	Human Anat & Phys	6 - 7:15pm	X		X		
3		20471	1		BSC 2085L	Lab for Human Anat & Phys	7:25 - 9pm			X		
4												
5												
6												
Total Cr Hrs			7									

Alternative Section: Please list an alternate CRN/Section number in the event the first section is full when your registration form is processed. Please correspond the alternate sections with the "Courses" column numbers above.

Courses	Term 1-2-3	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1		20254	3		MAC 1105	College Algebra	Online					
2		20491	3		BSC 2085	Human Anat & Phys	Online					
3		20494	1		BSC 2085L	Lab for Human Anat & Phys	Online					
4												
5												
6			7									

PLEASE NOTE: If students are taking a course on a SJRSC campus, students must allow for one hour of commute time to or from BTHS. Please take this into consideration when choosing SJRSC courses.

How many credits can a student take?

Dual Enrollment students may take a maximum of:

ten (10) Dual Enrollment credit hours in the fall term,

ten (10) Dual Enrollment credit hours in the spring term, and

six (6) to eight (8) Dual Enrollment credit hours (a maximum of 2 courses total) for the summer term.

Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term. If a student is participating in a BTHS dual enrollment course, this is counted in the total maximum.

SJRSC Dual Enrollment Frequently Asked Questions

What is dual enrollment?

*Students are earning high school credit and college credit at the same time, for free**

**paid for by SJCS*

What types of dual enrollment can a student participate in?

Traditional dual enrollment, early admissions, and collegiate high school. The qualifications for all three types of dual enrollment are the same. The deadline and process for submitting the dual enrollment packet to take courses at SJRSC are the same for all three types of dual enrollment.

What is Early Admissions?

Early Admissions (college credit) an admission status, which is a form of dual enrollment, that allows a secondary student to enroll full-time (minimum of 12 credit hours) in courses that are creditable toward the high school diploma and the associate degree. The early admission program is limited to students who have completed a minimum of six semesters of full-time secondary enrollment and who meet all other admission criteria required of dual enrollment students. If students choose this option during senior year, they cannot take classes on the BTHS campus.

Is there a maximum number of courses students can take?

Traditional Dual Enrollment students may take a maximum of ten (10) Dual Enrollment credit hours in the fall term, ten (10) Dual Enrollment credit hours in the spring term, and six (6) to eight (8) Dual Enrollment credit hours (a maximum of 2 courses total) for the summer term. Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term. If a student is participating in a BTHS dual enrollment course, this is counted in the total maximum.

Can 9th graders participate in dual enrollment?

Per the St. Johns River State College & St. Johns County School District Articulation Agreement, "The St. Johns County School District and St. Johns River State College agree that eligible secondary students are entitled to participate in dual enrollment for a maximum of three years in college credit coursework at the 1000 and 2000 level."

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Do parents have access to the student's dual enrollment course grades?

No. Students are expected to handle all communication because they are considered a college student. No one at SJRSC, including students' professors (teachers), can communicate with parents per the FERPA law.

SJRSC Dual Enrollment Frequently Asked Questions

Can parents conference with/correspond with the student's college professors?

No. Students are expected to handle all communication because they are considered a college student. No one at SJRSC, including students' professors (teachers), can communicate with parents per the FERPA law.

What if students have accommodations?

The student will need to work with the SJRSC Disabilities Services office to determine what accommodations, if any, can be used in college classes.

Are dual enrollment courses 'watered down' to fit the needs of high school students?

No. These courses are adult level courses and students should have not only the academic maturity, but the social/emotional maturity to handle adult content matter and academic responsibilities.

What's the impact of dual enrollment?

Dual enrollment is the start of a college transcript. Dual enrollment grades will follow students forever, which can impact admittance to college/university, acceptance into the students major, and enrollment in graduate school. Doing poorly in dual enrollment courses may also negatively impact financial aid.

What are the homework/study time expectations of dual enrollment?

2-3 hours of homework for each hour spent in class

How will students know when off campus (at SJRSC) dual enrollment applications and registration forms are available?

Students should pay attention to morning announcements, Schoology, the remind text messages from the school counselors, Bartram School Counseling Instagram, and the website

How will students be informed of all dual enrollment deadlines?

Students should pay attention to morning announcements, Schoology, the remind text messages from the school counselors, Bartram School Counseling Instagram, and the website

Do students have to re-register for dual enrollment each term?

Yes, a complete and accurate course Registration/Approval form must be submitted by the BTHS published deadline for every term the student would like to participate in dual enrollment. Students do not need to complete a new APPLICATION for the college each term. GPA requirement must be met each term. Students should pay attention to morning announcements, Schoology, the remind text messages from the school counselors, Bartram School Counseling Instagram, and the website for deadlines each term.

Can the high school counselor help students plan for their AA degree?

High school counselors will advise students for high school graduation and how dual enrollment courses will impact high school graduation. High school counselors cannot advise on AA degree requirements or pre-requisites needed for intended majors. However, SJRSC advisors can help with that once a

SJRSC Dual Enrollment Frequently Asked Questions

student is enrolled in their first dual enrollment course. High school counselors suggest students read the following links to make sure they understand what credits they need for an AA degree:

<http://www.sjrstate.edu/pdfs/collegecourses.pdf>, <http://www.sjrstate.edu/catalog/aa.pdf> and <http://www.sjrstate.edu/advising.html>

How do students choose courses to take at SJRSC?

Students should be extremely intentional when choosing dual enrollment courses to be sure they are getting pre-requisite credits needed for their college major. Students should research courses needed to complete their Bachelor degree at their intended university, then work backwards from there when choosing dual enrollment courses.

High school counselors suggest students read the following links to make sure they understand what credits they need to earn an AA degree:

<http://www.sjrstate.edu/pdfs/collegecourses.pdf> and <http://www.sjrstate.edu/catalog/aa.pdf>

Information for students to determine when/where courses are offered:

<http://www.sjrstate.edu/pdfs/student-course-schedules.pdf>

SJRSC advising website:

<http://www.sjrstate.edu/advising.html>

How do students choose the times/dates/locations of courses to take at SJRSC?

The students BTHS schedule cannot be changed to accommodate SJRSC dual enrollment courses.

Students can view the course availability for SJRSC courses to determine the time/dates/location of dual enrollment courses at SJRSC: <http://www.sjrstate.edu/courses.html>

What if students want to drop/add/withdraw from a college course after the deadlines?

The high school counselor must approve any changes in college courses so they can make sure the student is still taking the necessary graduation requirements. If students receive a D, F, or W students will not be eligible to take more dual enrollment courses.

What kind of high school credit will a student earn with a college course?

Students can review the dual enrollment course equivalency list to determine if the dual enrollment course will meet a high school graduation requirement:

<https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>

If students take classes at SJRSC, do they need a parking decal?

Yes. 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.

How do students who take classes at SJRSC get their 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. Website:

<https://www.stjohns.k12.fl.us/media/dual-enrollment/>

SJRSC Dual Enrollment Frequently Asked Questions

Requirements for ALL dual enrollment (no exceptions)

- 3.0 unweighted, cumulative GPA (if the GPA falls below a 3.0, student will no longer be eligible)
- Have a full set of qualifying placement scores, which must be less than 2 years old (see document "Where can your test scores take you")
- Have social/emotional maturity
- Counselor Recommendation
- Submit a complete and accurate dual enrollment application, including qualifying placement scores, by the BTHS published deadline
 - Students will be informed when dual enrollment applications and registration/approval forms are available as well as deadlines using the following: morning announcements, Schoology, the remind text messages from the school counselors, Bartram School Counseling Instagram, and the website

How does a student earn qualifying placement scores?

Students can earn qualifying placement scores for dual enrollment classes through the PERT exam, ACT exam, or SAT exam. Test scores must be less than two years old. Student should refer to "Where can your test scores take you" document for qualifying placement scores needed for dual enrollment.

How does a student take the PERT exam?

Students should call the SJRSC testing office at 386-312-4228 to make an appointment at the testing center to take the Reading, Writing, and Math sections of the PERT.

How does a student take the ACT exam?

Students should register for the ACT exam online at <http://www.act.org/content/act/en/products-and-services/the-act/registration.html>

How does a student take the SAT exam?

Students should register for the SAT exam online at <https://www.collegeboard.org/>

What if a student is interested in taking dual enrollment courses at SJRSC during 11th or 12th grade?

Students will be informed when dual enrollment applications and registration/approval forms are available as well as deadlines using the following: morning announcements, Schoology, the remind text messages from the school counselors, Instagram, and the dual enrollment website

SJRSC Dual Enrollment Frequently Asked Questions

Students should meet all deadlines published by BTHS. Refer to the BTHS dual enrollment timeline for more information.

When students are selecting college campus courses, please keep the following in mind:

1. Which SJR State Campus is offering that specific section of the course?
2. What time of day/evening is the course?
3. The students BTHS schedule cannot be changed to accommodate SJRSC dual enrollment courses.
4. Will you have enough time to drive to/from your high school campus for the course?
5. Your BTHS high school courses must be taken in consecutive class periods. You may NOT drive to-from-to the BTHS campus to participate in dual enrollment.
6. If you are an athlete or involved in activities that may take you away for meets or events during the week, can you still attend every dual enrollment course session? If no, don't sign up!
7. The students BTHS schedule cannot be changed to accommodate SJRSC dual enrollment courses.
8. If students choose to take a dual enrollment course at SJRSC, they will be allowed to modify to 2 BTHS courses for every 1 on campus SJRSC course they take.
9. The students BTHS schedule cannot be changed to accommodate SJRSC dual enrollment courses.
10. The success rate (earning a C or better) for online dual enrollment courses are lower than courses at the college campus, therefore we do not recommend students take online dual enrollment courses.

Unwritten rules of dual enrollment (College Student 101)

- Students are responsible for sharing information regarding dual enrollment with parents
- Make sure professors know your name & face by introducing yourself after the first class.
- Every course has a published syllabus. Find it. Print it. Follow it.
- Pay attention to the Professors' Office Policies or contact methods.
- Attend every class, be early for class, & stay until the professor dismisses the class – EVERY CLASS – regardless of the attendance policy.
- Pay attention to the SJRSC calendar as it differs from the BTHS calendar.
- Bring your textbook(s), notebook, and something to write with to every class.
- Take notes in your notebook (not your phone) every class.

St Johns River State College Resources

All students who attend SJRSC have access to these tools and support:

- SJRSC Catalog: <http://www.sjrstater.edu/catalog.html>
- Advising: <http://www.sjrstater.edu/advising.html>
- Career Pathways: <http://www.sjrstater.edu/workforce/careerpathways.html> (Guide for CTE programs of study)
- Free Tutoring: <http://libraries.sjrstater.edu/ASC>
- Career Services: <http://www.sjrstater.edu/careerservices.html>
- Degree Works: 24/7 Degree planning via their student portal! They can review their progress, see their GPA and plan out the next semester!

SJRSC Dual Enrollment Frequently Asked Questions

- And graduating seniors may be eligible for over 180* different scholarships through the online scholarship system: <http://www.sjstate.edu/scholarships.html>
 - Career Pathways Scholarship/Middle School Students and High School Students (Opens in October and ends next April)
- IT Help Line for SJRSC – 1-386-312-4142
- Dual Enrollment Office at SJRSC – 1-386-312-4136 or dualenrollment@sjstate.edu
- Dual Enrollment PERT testing at SJRSC - <http://www.sjstate.edu/testingcenter.html>

If students have any questions regarding dual enrollment, they can see their school counselor during their lunch.

Note when applying to colleges senior year: When filling out college applications senior year, students should ALWAYS check the “First Time in College-Freshmen” box. Even if you have taken or are taking college classes, even if you will have an AA degree when you graduate from high school. High school seniors should ALWAYS check “First Time in College-Freshmen” box for college applications to be eligible for scholarships, housing, orientations, etc. Also, if you check anything other than “First Time in College-Freshmen” they will assume you are an adult who took some random college classes (which doesn’t look great), instead of a high school student taking college classes (which does look great).

St. Johns River State College Online Consent Form for Participation in the Dual Enrollment Program

Student's Last Name & First Name: _____

Student's SJR State X Number (REQUIRED): X00 _____ Entry Term Applied for: **Summer 2023**

HIGH SCHOOL IN WHICH YOU ARE CURRENTLY ENROLLED:

High School Name	City	State	Expected Graduation Date (Month and Year)
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High School Counselor's Signature

Date

POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NONDISCRIMINATION: St. Johns River State College does not discriminate against any employee, prospective employee, student or student applicant in admission or access to, or treatment or employment in, its programs and activities on the basis of race, creed, color, national origin, marital status or religion nor does it discriminate against the qualified disabled or on the basis of age or sex, except where age or sex is a bonafide qualification. The college subscribes to and endorses all provisions of the Civil Rights Act of 1964, as amended; Federal Executive Order 11246, as amended; Title VI and Title IX of the Educational Amendments of 1972, as amended; and the Rehabilitation Act of 1973, as amended.

ASSISTANCE FOR DISABLED PERSONS: If you require special services due to a disability, you may notify the Counseling Office on the campus nearest you. This voluntary self-identification allows SJR State to prepare appropriate support services to facilitate your learning. This information is confidential and does not affect your admission to the College.

ALL STUDENTS AND A PARENT OR COURT-APPOINTED GUARDIAN MUST SIGN BELOW:

I certify that the information given in this admissions form is complete and accurate; and I understand that to make false or fraudulent statements within this admissions form may result in disciplinary action, denial of admission to the dual enrollment program, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations of the College. Should any of the information I have given change prior to my entry, I will immediately notify the Dual Enrollment Office. I certify that as a condition of my admission to the dual enrollment program, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at St. Johns River State College.

- I further understand that an overall unweighted 3.0 high school grade point average is required to participate in the dual enrollment program, and students must maintain a 3.0 high school GPA and a 2.0 college GPA throughout the program.
- I am required to take the SAT, ACT, or PERT before registering for courses. If I plan to enroll in English or Mathematics courses I must have the qualifying scores.
- I understand that earning below a grade of "C" (including a "W" grade for withdrawing) in any dual enrollment course will result in dismissal from the program. Students must contact the Dual Enrollment Office for the petition process.
- By signing below, I acknowledge that I have received, read, and understand the expectations and requirements stated in the Principles of Participation form, I have viewed the New Student Orientation (located on the Dual Enrollment homepage), and agree to the terms for participation in the SJR State Dual Enrollment program.

X _____
Parent or court-appointed guardian name (please print – first /last)

X _____
Signature of parent or court-appointed guardian Date

X _____
Student name (please print – first / middle /last)

X _____
Signature of student Date

Please return this signed document and a copy of your placement test scores (SAT, ACT, or PERT) to your high school counselor. Applications are deemed incomplete without this form and test scores. If you are using test scores (AICE, AP, IB, or CLEP) to receive entrance in to particular courses those test scores and Credit by Exam Request must be submitted to your high school counselor.

For office use only:

Corrected High School: _____
Semester of Admission: _____

☐

Dual Enrollment

☐

Early Admissions

☐

Collegiate High School



SJR State Dual Enrollment/Early College Program/Early Admissions Registration/Approval Form

Updated: 9/22

CLASSIFICATION (PLEASE CHECK ONE): Dual Enrollment _____ Early College Program _____ Early Admissions _____

CLASS LOCATION: SJR State site ☒ High School site _____ YEAR & TERM: **2023 Summer**

HIGH SCHOOL GRAD YEAR _____ NEW STUDENT ☒ OR RETURNING STUDENT _____

NAME: _____ DATE OF BIRTH: _____ / _____ / _____
Last First Middle

EMAIL: _____ SJR STATE X NUMBER (REQUIRED): X00 _____

PHONE NUMBER: _____ SCHOOL: _____

I understand that I must have an unweighted 3.0 G.P.A. to participate in the Dual Enrollment Program. In addition, I understand that should I make below a "C" (including a W grade for withdrawing) in any dual enrollment course, I will be dropped from the program.

STUDENT SIGNATURE: _____ DATE: _____

Students must have an overall 3.0 unweighted G.P.A. to participate in the Dual Enrollment Program. Students must provide recent (within 2 years) results of one of the following: Pre-ACT, ACT, PSAT, SAT, or PERT. Official test scores must be on file to enroll in College Dual Enrollment Courses. Students planning to enroll in English or Math courses must attain a qualifying score.

Overall Unweighted GPA: _____ Counselor's Initials: _____

This student is approved to take the following course(s) for Dual Enrollment and to satisfy the required high school credit.

Please list the courses you would like to register for and total your credit hours. Under "Alternative Section" you can list a second CRN/Section Number in the event your first choice is closed. The DE Code is for office use only. It is your responsibility to check your concise student schedule to ensure your class schedule is correct. Term: 1= Full Semester, 2 = A mini-semester, 3 = B mini-semester.

Courses	Term 1-2-3	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1												
2												
3												
4												
5												
6												
		Total Cr Hrs										

Alternative Section - Please list an alternate CRN/Section number in the event the first section is full when your registration form is processed. Please correspond the alternate sections with the "Courses" column numbers above.

Courses	Term 1-2-3	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1												
2												
3												
4												
5												
6												

I hereby certify that this student has demonstrated the maturity, motivation, dependability, and academic ability to perform satisfactorily at the College Level.

X _____ Signature of High School Counselor X _____ Date