

STEPS ON HOW TO OBTAIN MATERIALS FOR DUAL ENROLLMENT STUDENTS ATTENDING COLLEGE AT SJRSC

Student must be enrolled in a St. Johns County School District (SJCSD) School and a Dual Enrollment (DE) course at St. Johns River State College (SJRSC).

Student must request textbooks online at <https://www.stjohns.k12.fl.us/media/dual-enrollment/> and upload an official copy of their college schedule which is available in the student's SJRSC account. The student's full name and college ID number must be visible on the schedule.

Students will sign a Dual Enrollment Textbook Checkout Agreement online. This agreement is signed as part of the online textbook request. The agreement acknowledges that all materials are the property of the SJCSD and must be returned to the Media Services department on or before the date they are due. It also explains expectations for the care of resources, including restrictions on highlighting, writing in, or modification of the materials. Fees/fines related to improper care or use of the materials are also outlined in the agreement.

College course resources are checked out to students (on loan) and must be returned to the Fullerwood Center. The Media Services department will schedule a passive textbook collection in the visitor's parking lot at Fullerwood. Students are notified via email of the passive collection date(s). Failure to return ALL resources will result in the student being assessed a fine up to the original cost of the text/material. Students must return all resources and satisfy all fines (if applicable) before receiving additional textbooks.

Not all resources are available in the Media Services office. When a resource is not available, students may be asked to return to the department later, when resources are available, **OR** the student will be issued a voucher for the materials. If a voucher is issued, it must be submitted to the staff at the SJRSC bookstore as soon as possible. Vouchers allow students to obtain the needed materials, free of charge, from the bookstore. However, all materials, including those obtained by voucher, must be returned to the Media Services office at 10 Hildreth Drive, on or before the due date indicated on the district's dual enrollment website. Lost vouchers cannot be replaced.

**Courses requiring access codes (online access codes) require the same steps above. Please remind students that the temporary access available at the beginning of the course will expire and failure to obtain an access code from the Media Services Department will delay or prevent the submission of assignments or completion of assessments.*

REQUIRED DOCUMENTS

1. Upload college schedule when requesting resources
2. Valid photo ID (driver's license, student ID, etc.) when picking up resources

*Parents/guardians may check out materials for students. However, the parent must present a valid, photo ID **and** be listed in the student's PowerSchool (eSchool) account.