



# Dual Enrollment New Student Orientation



# Why Choose Dual Enrollment?

- Dual Enrollment gives high school students the opportunity to earn both high school and college credits simultaneously.
- You can expediate your path to a college degree by starting in high school.
- Earn transferrable college credit.
- Save money on college courses.



# Programs Offered Through the DE Office

**Traditional Dual Enrollment:** Traditional Dual Enrollment provides eligible accelerated high school students the opportunity to simultaneously earn both college credit and a high school diploma. Students may take a maximum of ten (10) Dual Enrollment credits in the fall and spring terms, and six (6) to eight (8) Dual Enrollment credits for the summer term (for a total of 2 courses maximum).

**Early Admission:** Early Admission is a form of Dual Enrollment which allows eligible high school junior and senior students to enroll in a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credits per fall and spring term, and six (6) to eight (8) Dual Enrollment credits for the summer term (for a total of 2 courses maximum). Early admission students may only attend college courses and may not be enrolled in any high school classes.

**Early College Program (previously known as The Collegiate High School):** This program allows admitted students to complete 60 credits of Dual Enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon the completion of four years of high school. This program is offered at Middleburg High School, Orange Park High School, Interlachen High School, Palatka High School, Pedro Menendez High School, and Toco Creek High School. This program is limited acceptance and students must meet specific criteria in order to be eligible to participate. This program utilizes a lottery system to select from eligible students. Students commit to this program for the four years they are high school students. Students must be registered at the high school in which they would like to participate in the Early College Program.

# Dual Enrollment Eligibility

In order for high school students to participate in Dual Enrollment, Early Admission or the Early College Program through SJR State, they must meet the following initial requirements:

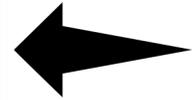
- Student must be enrolled in a Florida public, charter, or private secondary school or a home education program in Clay, Putnam, or St. Johns Counties.
- Minimum 3.0 unweighted high school grade point average (GPA).
- Students must maintain a 3.0 unweighted high school GPA and a 2.0 college GPA throughout the program.
- Have taken a placement test that is less than two years old (Florida Statue 1008.30). Students may use the ACT, SAT, or PERT.
- Dual Enrollment students who have not taken the ACT or SAT, may register to take the PERT through one of SJR State's testing locations [www.sjrstate.edu/testingcenter.html](http://www.sjrstate.edu/testingcenter.html)
- The SJR State testing center charges a fee of \$20.00 to take the PERT on one of our campuses or online.
- Students are only permitted to earn 60 credits through Dual Enrollment, and all courses must be 1000 or 2000 level courses.



# Dual Enrollment Application Process

- Step 1 - Consult Your School Counselor (Homeschoolers, speak to your parent about educational goals)
- Step 2 – Test Scores
- Step 3 – New Student Orientation
- Step 4 – Online Dual Enrollment Application
- Step 5 – Registration Form
- Step 6 – Final Packet of Information
- Step 7 – Log in to MySJRstate
- Step 8 – Student Schedules
- Step 9 – Textbooks
- Step 10 - Student Accommodations

**HOW DO I  
GET STARTED?**



 **STUDENTS**

 **PARENTS**

 **COUNSELORS**

 **FAQS**

Use the “How Do I Get Started” box on the Dual Enrollment homepage to see the complete DE process for public, charter & private school students and homeschool students.

# Dual Enrollment Placement Testing

- Students who wish to enroll in an English/Communications or Mathematics course must have a college-ready, qualifying score (see chart below). For ENC 1101, students must have both the qualifying reading and writing score.
- Students who wish to enroll in courses that do not require a set score, only need to provide a complete set of scores, no set score.

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

# Dates & Deadline Information

## Add/Drop

- Student is removed before the drop deadline.
- Regular semesters: Add/drop is within the 1<sup>st</sup> week.
- Mini-semester: Add/drop is within the first couple of days.
- Course is not on the transcript.
- No grade designated.
- Not counted as an attempt.

## Withdrawal

- Student is removed after the drop deadline.
- Course is listed on the transcript.
- Grade of “W” is recorded.
- Counted as an attempt.
- Submits withdrawal form by the published deadline.

### Quick Links

[New Student Orientation](#)

[Principles of Participation](#)

[Guide to Apply Online](#)

[Baccalaureate Prerequisites](#)

[Dates & Deadlines](#)

[Navigating Your MySJRstate](#)

[Check your Student Schedule](#)

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[AP/IB/AICE Information](#)

[Graduation](#)

[Senior Summer Petition](#)

#### Forms:

[Add/Drop Form](#)

[Withdrawal Form](#)

[Registration Form](#)



To view the specific dates and deadlines consult the Quick Links.

# Dates & Deadline Information continued

- Public, private or charter school students: must submit all paperwork to their high school counselor in order to add a course, drop a course, or withdraw from a course. These forms are then submitted to the Dual Enrollment Office (preferably to the county specific dual enrollment specialist.)
- Homeschool students: must submit their paperwork to their homeschool parent in order to add a course, drop a course, or withdraw from a course. These forms are then submitted to the Dual Enrollment Specialist in the DE Office who oversees homeschool students.
- SJR State does not allow students to add/drop or withdraw online.
- High schools may have earlier deadlines than those posted on our main DE home page or under our Dates and Deadlines link, the dates and deadlines listed on the DE web site are when all paperwork is due to the DE Office.
- Students will be required to add/drop or withdraw from both the lecture and lab in any course that has a co-requisite, students will not be permitted to keep one and not the other.

# Credit Hours for Dual Enrollment

## Traditional Dual Enrollment

- Fall and Spring: maximum of ten (10) Dual Enrollment credits
- Summer: six (6) to eight (8) Dual Enrollment credits (for a total of 2 courses maximum).

## Early Admission

- Fall and Spring: minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credits
- Summer: six (6) to eight (8) Dual Enrollment credits (for a total of 2 courses maximum).

## Early College Program (previously known as The Collegiate High School)

- 9<sup>th</sup> grade: 6 credits (2 courses)
- 10<sup>th</sup> grade: 12 credits (4 courses)
- 11<sup>th</sup> grade: 12 credits (4 courses)
- 12<sup>th</sup> grade: Fall and Spring, students will be full time at the College, taking a schedule that allows completion of the AA degree. Typically, Early College Program students will take 30 credits in the 12<sup>th</sup> grade year. Students may attend any SJR State campus or online.
- Summer sessions are optional for Early College Program students.

Dual Enrollment students are not permitted to take physical education courses, remedial courses, or non-credit courses.

# Course Delivery Options

**High School campus:** SJR State offers many general education courses at multiple high school sites. If your student is interested in taking courses at the high school through Dual Enrollment, please contact the high school counselor.

**SJR State campus:** SJR State offers courses on each of the three physical campuses, the Orange Park, Palatka, and St. Augustine campuses. Consult the course listing each semester to see which courses are offered on each campus.

**Online:** SJR State offers most of the course catalog online through Canvas (accessed through MySJRstate). Consult the course listing each semester to see which courses are available online.

**LIVE Online:** LIVE online courses require the student to log-in at a regularly scheduled time and meet virtually face-to-face with the instructor and other students LIVE. In addition to LIVE instructional time, online course materials such as video and PowerPoints will also be in your LIVE online Canvas course, and the discussion board and other assessment tools will be used as well. These courses have a class meeting day and time and the LIVE designation in the notes. At a minimum, you will need a webcam.

**Hybrid:** In hybrid courses, the course's instruction and assessment is generally blended relatively equally between online and on-campus, giving students the best of both course delivery options. Typically hybrid courses will meet 50% of the time in the classroom and 50% of the time online, but the split could range between 30-79%.

Dual Enrollment students need to be checking the delivery mode for the courses they select. It is the student's responsibility to ensure they are attending the correct session of their courses.

# Expectations of Dual Enrollment Students

- Handle all communication themselves. Once you become a dual enrollment student, you become a college student. All correspondence will be with the student or high school counselor or school related official. SJR State will not communicate information to the parents. Dual Enrollment students are classified as college students and will be treated as college students, regardless if the student is taking courses at the high school site or on an SJR State campus. It is the student's responsibility to contact the instructor (not the DE Office) if they are having an issue with their course/instructor/grade.
- Have social and emotional maturity. Often you will be in classes with a wide range of students. Dual Enrollment students will need to have the ability to handle college material. Coursework will not be adjusted to accommodate a Dual Enrollment student. Dual Enrollment students can be removed from a course/the overall program because of behavior.
- Identify if you are having an issue with your course, instructor, assignments, etc. You must be able to handle the issue and communicate it appropriately.
- Log in to MySJRstate. All communication from the DE Office (as well as the overall College) and your instructors will be in your SJR State email account.

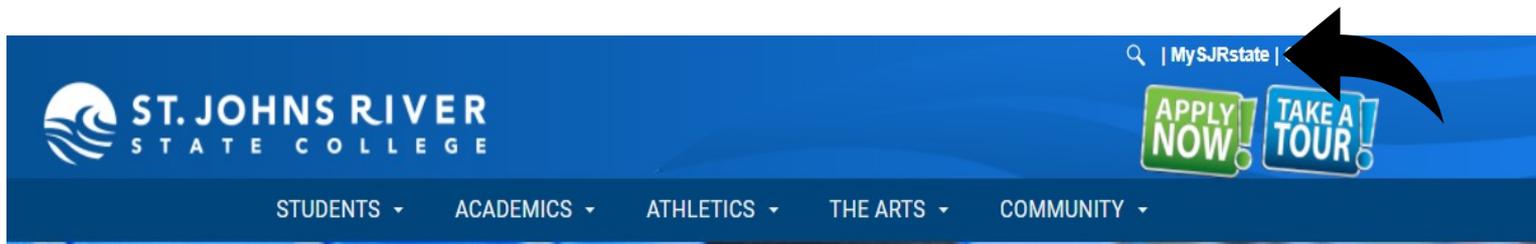
# Importance of Accurate Records

- You will need to submit the following information in a clear legible handwriting and ensure that it is kept updated: your legal full name, correct birthdate, address including apt. number if applicable, and Social Security Number. Without correct information, colleges and universities will think you are not the same person.
  - No nicknames, your application will not match up with test scores or other paperwork such as registration forms.
  - You need to use your full legal name on all educational paperwork.
- If you request a transcript to be mailed to you, it will be returned to the College as undeliverable if you do not have the correct mailing address on file with SJR State.
- If you do not have an updated phone number on file, then the College staff will be unable to reach you. The College staff will only be calling you if there is an issue such as a cancelled course, etc.
- Please contact the Dual Enrollment Office if you need to request an address change or a name change.

Any paperwork received that is illegible will be sent back to the high school, if a deadline is missed because of this issue, an extension will not be permitted.

# MySJRstate Account

All SJR State communication is sent to the student's SJR State email account. Once students have completed their dual enrollment packet of information and received their acceptance letter, they should log in to their MySJRstate account.



# MySJRstate Account

Be sure to click the **First Time User Acceptance Policy** to activate your account.

MySJRstate Login

Welcome to the MySJRstate Portal.

LOGIN

MySJRstate provides access to registration, e-mail, records, courses, calendars, Canvas and more - all from one secure, customized location.

It is important that you do not reveal your password to anyone, and always log out of MySJRstate and close your browser windows when you have completed your session so no one else has access to your personal records. Even if you follow an outside link, you will remain logged in until you hit the log out button.

[FIRST TIME USER ACCEPTANCE POLICY](#)

[CHANGE PASSWORD](#)

[PROBLEMS LOGGING IN?](#)



# Email & Canvas

Once you have completed the set up of your MySJRstate account, you can easily access your email, Canvas (which is where you will access your online courses for the semester you have selected), and any other student information.

The screenshot shows the MySJRstate website home page. At the top left is the St. Johns River State College logo and the text "MySJRstate Home". A green navigation bar contains links for "MySJRstate", "Employee", "Faculty", "Faculty/Staff Email", "Student", "Financial Aid", "MyCourses", "Dual Enrollment", "Student Email", "Viking Zone", "News & Happenings", "Library", and "MyTab". Below this is a "Right-To-Know" section. On the left is a sidebar with "MYSJRState Home" and various links including "Academic Calendar", "Banner", "Banner Web/Self Service", "Canvas", "College Catalog & Handbook", "Course Availability", "MySites", "My Departmental Leave (Testing Only)", "Academic Affairs", "Faculty Senate", and "All Site Content". The main content area features "SJR State Announcements" (empty), "Academic Calendar" (with a note that dates are subject to change), "HEALTH ASSESSMENT" (with a COVID-19 link), "SJR STATE CALENDAR", "PAY MY TUITION AND FEES", "STEPS FOR CANVAS ORIENTATION", "SELECT REFUND METHOD", and "SJR State - How to Register". On the right is a "SJR State News" section with a "SUMMER JOB EXTRAVAGANZA AT OR" announcement, a QR code, and event details for Saturday, 11:00 AM, Orange Entry.

# Textbooks

**Public, Private, and Charter School DE Students:** SJR State is not responsible for providing student textbooks to public, private, or charter school students.

- *Classes on the SJR State campus: Please contact the instructional services department within your school district to request your textbooks.*
- *Classes on the high school site: Textbooks are provided by the high school.*

**Homeschool DE Students:** SJR State provides textbooks to home school students. The textbooks are issued through the SJR State Bookstore, not the Dual Enrollment Office. Please bring a printed copy of your schedule to the closest SJR State Bookstore to receive your textbooks. All home school dual enrollment students must sign a rental agreement for textbooks, agreeing to return the textbooks the last day of the semester. Failure to return these items will result in a fine, then possible removal from the following semester courses, and finally removal from the dual enrollment program. Home school students cannot pick up their books/materials/access codes until they have attended one class.

## Quick Links

[New Student Orientation](#)

[Principles of Participation](#)

[Guide to Apply Online](#)

[Baccalaureate Prerequisites](#)

[Dates & Deadlines](#)

[Navigating Your MySJRstate](#)

[Check your Student Schedule](#)

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[AP/IB/AICE Information](#)

[Graduation](#)

[Senior Summer Petition](#)

Forms:

[Add/Drop Form](#)

[Withdrawal Form](#)

[Registration Form](#)

All school district specific textbook information is located in the Quick Links.

# Choosing Your Major

- Select one of the following Academic Pathways:
  - Arts, Humanities, Communications, and Design
  - Business
  - Education
  - Health Sciences
  - Industry/Manufacturing, and Construction
  - Public Safety
  - Science, Technology, Engineering, and Mathematics
  - Social and Behavioral Sciences and Human Service
- At 15 credit hours, if working toward a limited access health program, you will need to attend a health information session.
- By 20 credit hours:
  - Explore upper division universities, visit their websites, and review admission requirements.
  - Review prerequisites (foundation courses) for your major.
- By 30 credit hours:
  - Declare a major and the college or university that you plan on attending.

# Student Course Selections and Schedules

- The Dual Enrollment Office makes every effort to register our students for the courses they place on their registration forms. Unfortunately there are times when the courses students select are not available (they can be full or the student is not eligible to take the selected course). We will make every attempt at getting these issues rectified, but students are ultimately responsible for ensuring their schedules are correct.
- Students can check their schedule through the Concise Student Schedule under the Student tab in your MySJRstate account. If you are unsure how to check your schedule, please refer to the Check your Student Schedule link under the Quick Links.
- If you see any of the following please reach out to the Dual Enrollment Office via email.
  - *A balance, all DE students should have a zero balance.*
  - *A missing or incorrect course, if a course was full or the student was not eligible to take it.*
  - *No schedule.*

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# Disability Accommodations

- Students with disabilities are welcome at SJR State and are encouraged to contact the Academic Advising Office.
- Accommodations do not transfer over from the high school, students are required to meet with a disabilities coordinator to schedule their services.
- The College does not identify students with disabilities on the admission application. Therefore, it is necessary to self-identify. Contact the disability coordinator at the nearest SJR State campus to schedule an appointment.

Palatka Campus - (386) 312-4035

Orange Park Campus - (904) 276-6800

St. Augustine Campus - (904) 808-7402

[Advising@sjrstate.edu](mailto:Advising@sjrstate.edu)

Disability services include - note takers, readers and scribes, testing accommodations, technology needs and assistive devices, alternative textbooks, and priority registration.

# Attendance

Regular and prompt attendance is expected and required.

- Students who do not attend a course during the first week of the semester will be reported as a “no show” and administratively withdrawn from the course.
- If a student accumulates recorded absences totaling **three or more** instructional hours (one instructional hour equals 50 minutes) during the withdrawal period the instructor may initiate an official warning to the student that he/she has reached the limit of allowed recorded absences.
- The loss of instructional time through absences may result in the student being withdrawn from the course, unless the instructor, because of extenuating circumstances, permits the student to remain in the course. No student may be withdrawn from a course for loss in instructional hours without first being warned in regard to the limit of recorded absences, unless the student was reported as a “no show.”
- Students attending courses at the high school site, please refer to the syllabus for the instructor’s attendance policy, which may differ from classes held on the College campus.
- Distance learning students must begin their class by completing the orientation activity prior to the conclusion of the first week of the semester. Students who do not begin a distance learning course by the end of the first week of the semester by making contact with the instructor and completing the specified activity, will be reported as a “no show.”

# Degree Works

Degree Works is a system designed to help students stay on track in their program. It is user friendly and easy to read.

## How to use Degree Works?

- Go to MySJRstate.
- Select the Student Tab, then Degree Works.
- You will be able to see your progress in your program.
- You will be able to degree shop (What If- tab) and see what will apply and not apply if you change programs.
- There is also a GPA calculator (GPA Calc-tab) available.
- The Look Ahead-tab dynamically shows how degree progress is affected by future planned courses.

ST. JOHNS RIVER STATE COLLEGE MySJRstate Home

MySJRstate Employee Faculty Faculty/Staff Email Student Financial Aid MyCourses

Right-To-Know

MYSJRstate Home

Academic Calendar

Banner

Banner Web/Self Service

Canvas

College Catalog & Handbook

Course Availability

MySites

My Departmental Leave (Testing Only)

Academic Affairs

Faculty Senate

All Site Content

SJR State Announcements

There are no items to show in this list.

Academic Calendar

All dates and times subject to change

HEALTH ASSESSMENT

COVID-19 Health Assessment (printable version)

COVID-19 INFORMATION & FAQ

>> Select Term

Academic Calendar

Advising

Banner Web - Self Services

Bookcard Authorizations

Bookstore

Canvas

Career Services

Career Pathways

College Catalog & Student Handbook

Concise Student Schedule

Course Availability

**Degree Works**

Detailed Schedule

Final Exams Schedule

Graduation

My Financial Aid

Pay for Print (On Campus)

Pay My Tuition and Fees

Print Schedule/Bill

Registration - Add/Drop/Withdraw New

Request Parking Decal

Right-to-know Information

Scholarships

Student Life & Activities

Tax Notification (Form 1098-T)

Testing Center

Transcript - Official

Transcript - Unofficial

ST. JOHNS RIVER STATE COLLEGE DegreeWorks

Back to Student Tab FAQ

Student ID	Name	Program	Level	Last Audit
AA12345	Test - AA, Student	0001	CR	Today

Worksheets GPA Calc

Format: Student View View Save as PDF

What If

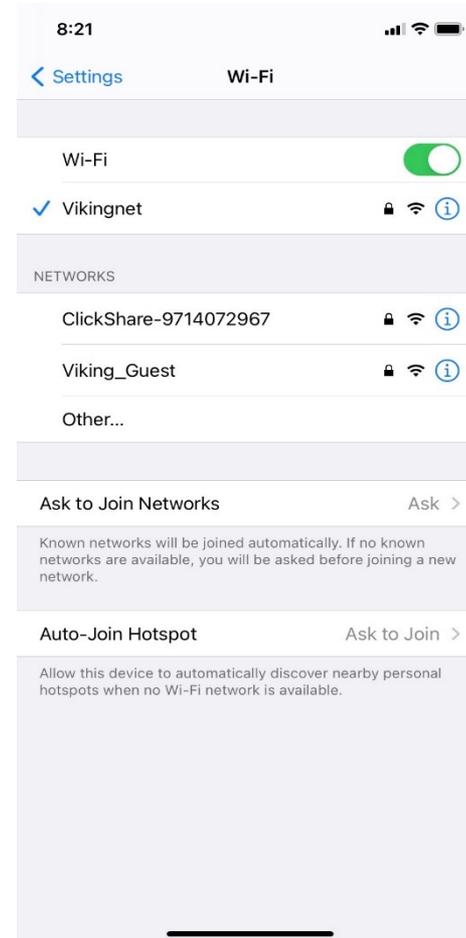
Student View AA214GV1 as of 02/13/2014 at 09:15

Student	Test - AA, Student
ID	AA12345
Overall GPA	3.080

# On-Campus Wi-Fi

Network: Vikingnet

Your USER Name and Password is the same as what you use to log in to MySJRstate.



# Plagiarism

The pursuit of scholarly activity, free from dishonesty, fraud, or deception, is essential to the mission of the College and to the full exercise of academic freedom. Cheating, plagiarism, fabrication of information or citations, and other forms of unethical conduct compromise the quality of education and will not be tolerated. Infractions may result in penalties or sanctions beyond those imposed by an individual faculty member.



# Grading Policy Information

- Students academic standing is based only on grade point average (GPA) of college level courses.

A = 90-100%, or 4 points

B = 80-89% or 3 points

C = 70-79% or 2 points

D = 60-69% or 1 point

F = 50-59% or 0 points

W = no points

- The last grade recorded for a course will be the grade used to calculate the student's cumulative grade point average. All courses attempted will appear on the SJR State transcript.
- If a student receives an "I" (known as an incomplete), the student must complete the course within a 30-day calendar period which begins on the first day of the next term. Incomplete work will convert to an "IF" if the course work remains incomplete. Students must work through their instructor to complete a course in which they receive an "I" grade.



# Dual Enrollment Student Holds

- All Dual Enrollment students have a hold on their account listed as “Transcript Hold.” This is to prevent Dual Enrollment students from registering for courses online, they must submit all paperwork through their counselor or homeschool parent. This hold is removed when a student submits their final high school transcript after their high school graduation.
- Dual Enrollment students will also receive a hold on their account when they have reached 20 credit hours. In order for students to continue to register for more courses, they must meet with an academic advisor.
- Students can schedule an appointment with an advisor in the following ways:
  - call Academic Advising on the Palatka campus at 386-312-4035, on the Orange Park campus at 904-276-6800 or on the St. Augustine campus at 904-808-7402.
  - email Academic Advising at [advising@sjrstate.edu](mailto:advising@sjrstate.edu)
  - use “Schedule Advising Appointment” on the Academic Advising homepage to book an appointment <https://www.sjrstate.edu/advising.html>



# Parking Decals

- Applications for SJR State parking decals are online. After you fill in the required information for your parking decals, click the “**submit**” button which will then become a printable form.
- Take application confirmations to the security office on your campus.
- Decals must be adhered to your back window.
- You can access the parking decal information on the dual enrollment homepage, [www.sjrstate.edu/dual.html](http://www.sjrstate.edu/dual.html), under the Quick Links.

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# Credit by Exam Request

- The SJR State Credit by Exam Request must be completed by students in order to receive credit (AP, AICE, IB, DSST, Excelsior, or CLEP) on their college transcript. You may wish to speak with an SJR State academic advisor or Dual Enrollment Specialist about whether or not the credit you are requesting to add to your permanent record is beneficial to your degree and career path.
- Credit by Exam may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of “C” or higher has been earned. Credit will not be awarded for scores below those listed in the guidelines set by the Articulation Coordinating Committee (ACC) Section 1007.27(2), Florida Statutes.
- Copies of official test scores (AP, AICE, IB, DSST, Excelsior, or CLEP) are required before credit is awarded.
- Once credit has been awarded and appears on your academic transcript it becomes part of your permanent record and cannot be removed. This applies to Credit by Exam accepted by another college or university as shown on your transcript from that institution and you will need to submit official test scores to SJR State.
- To receive a Credit by Exam Request, please email [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu). Once a Credit by Exam Request is completed, please return the form and a copy of the official test scores to your Dual Enrollment Specialist for processing, you will receive an email confirmation when we have received the information and have submitted it to our Records Office for processing:
- For Dual Enrollment students, please request this form during your final year at SJR State.

# Transferability of Dual Enrollment Courses

- Yes. Dual Enrollment will transfer especially to the Florida State Universities System (SUS) due to the Florida Common Course Numbering System and the statewide articulation agreement.
- If students do not, upon high school graduation, attend the same college or university where they earned their dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution.
- Florida private schools look at the individual course to decide if and how the credit will transfer.
- For out of state schools and private schools you will need to check with the individual schools to inquire whether dual enrollment credit will be accepted to transfer.
- Dual enrollment course transfer policies are consistent with transfer policies of postsecondary courses, meaning there is no difference in transfer policies for students who take postsecondary coursework as regularly admitted postsecondary student.

# Appeals Processes

**Academic Appeals (Grade Changes):** If a dual enrollment student would like to dispute a grade on their transcript, please contact the Dual Enrollment Office (386) 312-4136 or [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu) to receive an Academic Appeal Form (Grade Changes). The Academic Appeal Form (Grade Change) is returned to the VP for Student Affairs.

**Academic Petitions Process:** A student may petition for an exemption to a college policy or to have an academic issue addressed. The petition, in the form of a letter addressed to the Vice President for Student Affairs, should explain in detail why an exemption to a policy should be made, or should describe an academic issue that needs to be addressed. To receive the document that outlines this process, please contact the Dual Enrollment Office (386) 312-4136 or [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu). The petition letter is submitted to the VP for Student Affairs.

**Dual Enrollment Policy Exemption Request:** If a dual enrollment student receives a D, F, or a W, they must petition the DE Office to remain in the program. Students may also petition the DE Office if their GPA falls below the required 3.0 high school GPA or 2.0 college GPA. Students are granted 1 petition during their SJR State Dual Enrollment career. Stipulations are typically applied to all petitions. Please do not submit a policy exemption request till the end of the semester. To receive the Dual Enrollment Policy Exemption Request, please contact your high school counselor, homeschool students should contact Michele Menadue. This form is returned to the high school counselor or Michele Menadue (homeschool only). Students may not register for another course within that same term until they have completed the petition process through the Dual Enrollment office. For example, if a student receives a W in a Fall A course, they may not register for a Fall B course until they have completed the petition process.

**Instructor Complaints:** If a dual enrollment student would like to file a complaint regarding an instructor or instruction, please contact the Academic Affairs Office (386) 312-4225 or [karamckinley@sjrstate.edu](mailto:karamckinley@sjrstate.edu) to receive the Academic Affairs Student Complaint Form Concerning Instructor/Instruction. This form is returned to the Office of Academic Affairs.

# Student Code of Conduct

When a dual enrollment student completes the online application and electronically signs the application, they are adhering to the student code of conduct.

*All students are responsible for observing all regulations and being aware of the information in the College catalog, student handbook, official announcements posted on bulletin boards, and other applicable documents such as registration forms. College regulations and student standards of conduct, as listed under “Policies and Regulations,” apply to all areas under the jurisdiction of SJR State, including areas where activities are sponsored by the College and areas where students of the College community are guests.*

For more information related to student conduct, please consult the SJR State Student Handbook, located at [www.sjrstate.edu/catalog](http://www.sjrstate.edu/catalog)



# Student Life

Each campus offers a bookstore, library, computer lab, and a student center. The student center is a place to go when you need a break from your classes. You have access to computers with internet, video games, pool, foosball, and ping pong. It's a great place to connect with other students. You can connect through:

- Student clubs and organizations
- Each semester, SJR State offers a variety of activities from Welcome Back BBQs, Chili Cook Offs, and annual Fall and Spring Frolics.
- You can receive your Student ID from the Student Activities Coordinator on each campus after the first week of classes.



# Extracurricular Activities

**The Florida School of the Arts** located on the Palatka Campus offers multiple visual arts events and performances each season. **The Thrasher-Horne Center for the Arts** located on the Orange Park Campus offers the best in Broadway-type shows and concerts.



Students are also invited to come out and support one of SJR State's athletic teams. Catch a **baseball, volleyball, or softball** game. All SJR State students receive free entrance to games with a student ID.



# Academic Student Resources

**Library and Academic Support Services - [learningresources.sjrstate.edu](http://learningresources.sjrstate.edu)**

**Ask us anything! We're here to help!**

*Research help, workshops, events, and resources to support your studies*

Orange Park (904) 276-6751

Palatka (386) 312-4153

St. Augustine (904) 808-7474

**Free On Campus Tutoring - [learningresources.sjrstate.edu/Tutoring](http://learningresources.sjrstate.edu/Tutoring)**

**Math, Writing, Biological Sciences**

Orange Park (904) 276-6768

Palatka (386) 312-4327

St. Augustine (904) 808-7500

**Free Online Tutoring - [learningresources.sjrstate.edu/onlinetutoring](http://learningresources.sjrstate.edu/onlinetutoring)**

**Access tutor.com in Canvas to use your free minutes**

*All subjects except ASL*



20,694,363 Sessions and Counting!



# CARE Counselor

If you are struggling with anxiety, stress, depression, relationship issues, drugs or alcohol, the death of a loved one, financial difficulties, a challenging living situation or other issues or concerns, please contact the SJR State CARE Counselor. This is a confidential and free service that is available to all SJR State students.

Contact: **Dr. Douglass Lobo** at **(386) 312-4305** or [DouglassLobo@sjrstate.edu](mailto:DouglassLobo@sjrstate.edu)



**Text CARE4U to 741741  
or call a Care Counselor at  
(386) 312-4305.**

**CRISIS TEXT LINE |**

# Viking Exchange

The Viking Exchange is for SJR State students who are in need of some essential goods. Students can visit the Viking Exchange any time, no questions asked, and take what they need.

Located in ALL SJR State libraries and on the Palatka Campus in the Viking Center/Advising Suite.



# Career Services

Career Services include: career assessments, college and university requirements, articulation agreements with the University of North Florida and Embry Riddle University, and career development counseling

Contact: [advising@sjrstate.edu](mailto:advising@sjrstate.edu) to schedule an appointment



# Graduation

## Degree Conferral Process for Eligible Dual Enrollment Students:

- Notify the Office of Dual Enrollment (DualEnrollment@sjrstate.edu) of your request to have your Dual Enrollment Specialist perform a degree audit/compliance for you.
- Complete the SJR State Graduation Application and return it to the Office of Dual Enrollment. Be sure to mark the appropriate area on the form if you plan to participate in the spring commencement. (Deadline: March 5)
- If you plan to participate in our spring commencement, you must submit the Graduation Application along with an “Unofficial Transcript” to confirm your completion of 2 years of the same foreign language at the high school level. Send your Graduation Application and Unofficial Transcript to: Office of Dual Enrollment (dualenrollment@sjrstate.edu).
- If you plan on participating in the SJR State graduation ceremony, you must purchase a black cap and gown through the SJR State Bookstore. Complete the Cap & Gown form and return it to the SJR State Bookstore. Dual enrollment and Early College Program students can also purchase a special stole to designate their accomplishment.
- Once you have completed your required high school courses and received your high school diploma, you can request a final high school transcript to be sent to: SJR State Records Office.
- Homeschool students must submit a Homeschool Completion Affidavit at the end of the semester in which they intend to graduate that has the parent signature notarized. Be sure your high school completion date is after the semester in which you wish your degree conferred.



### Quick Links

[New Student Orientation](#)

[Principles of Participation](#)

[Guide to Apply Online](#)

[Baccalaureate Prerequisites](#)

[Dates & Deadlines](#)

[Navigating Your MySJRstate](#)

[Check your Student Schedule](#)

[Textbook Information](#)

[Disability Services](#)

[Parking Decals](#)

[AP/IB/AICE Information](#)

[Graduation](#)

[Senior Summer Petition](#)

Forms:

[Add/Drop Form](#)

[Withdrawal Form](#)

[Registration Form](#)

To view the full procedure for Degree Conferral please consult the Quick Links.



# Ordering Transcripts

- Transcripts can be ordered at MySJRstate.edu under the Student Tab, you will see Transcript – Official.
- Students can order up to 5 transcripts at one time and send them to 5 different recipients/colleges and universities.
- If attending another college or university, please remember to order your SJR State transcript after your high school graduation.

The screenshot shows the MySJRstate.edu website interface. At the top, the St. Johns River State College logo is on the left, and 'MySJRstate Home' is on the right. Below the logo is a navigation bar with tabs for 'MySJRstate', 'Employee', 'Faculty', 'Faculty/Staff Email', 'Student', 'Financial Aid', and 'MyCourses'. The 'Student' tab is selected. A dropdown menu is open from the 'Student' tab, listing various services. The 'Transcript - Official' option is highlighted in yellow, and a black arrow points to it from the right. Other options in the menu include 'Select Term', 'Academic Calendar', 'Advising', 'Banner Web - Self Services', 'Bookcard Authorizations', 'Bookstore', 'Canvas', 'Career Services', 'Career Pathways', 'College Catalog & Student Handbook', 'Concise Student Schedule', 'Course Availability', 'Degree Works', 'Detailed Schedule', 'Final Exams Schedule', 'Graduation', 'My Financial Aid', 'Pay for Print (On Campus)', 'Pay My Tuition and Fees', 'Print Schedule/Bill', 'Registration - Add/Drop/Withdraw New', 'Request Parking Decal', 'Right-to-know Information', 'Scholarships', 'Student Life & Activities', 'Tax Notification (Form 1098-T)', 'Testing Center', 'Transcript - Unofficial', 'Turn It In', 'Tutoring/Virtual Lab', 'View Grades', 'View Holds', and 'SJR State Debit Card'. The main content area shows 'SJR State Announcements', 'Academic Calendar', and a 'HEALTH ASSESSMENT' graphic with a clipboard icon.

# Summer A Petition Process

St. Johns River State College has a procedure in place to allow Dual Enrollment students who will graduate from high school in the spring to enroll that summer (Summer A).

- Students will be required to complete a readmission application and to submit a separate request for the opportunity to take courses in the Summer A term.
- If you wish to attend courses under this exception, you must send your request to the Office of the Vice President for Student Affairs. The following are required prior to a decision being made to enroll:
  - Complete a Re-Admission application online at sjrstate.edu.
  - Submit a statement explaining why the student wishes to begin classes early (i.e. before High School graduation) either in letter or memo format.
  - Provide a letter from the High School Guidance office which confirms that the student will be eligible to graduate in the current academic year. Statement must include date of expected graduation.

## Quick Links

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To view full procedure for the Summer A process, please consult the Quick Links.

# Why is it important to take Dual Enrollment seriously?

- Dual Enrollment grades begin your college GPA, and the grades you earn will follow you wherever you choose to transfer to.
- Grades can affect your acceptance into other colleges and universities.
- Dual Enrollment grades can affect your Bright Futures.
- Grades can affect your acceptance into limited access majors, they can affect your admission into graduate school, they will remain on your college and high school transcript forever, and they can not be forgiven on your high school transcript.



# SJR State Dual Enrollment Office

- **Meghan Deputy**, Director of Dual Enrollment & College Access
- **TBD**, Dual Enrollment Specialist (Clay County)
- **Sharon Engelbrecht**, Dual Enrollment Specialist (St. Johns County and Florida School for the Deaf & Blind)
- **Michele Menadue**, Dual Enrollment Specialist (Putnam County, Homeschool & Private/Charter Schools)
- **Marsha Smith**, Academic Affairs Office Specialist

Phone: (386) 312-4136

Email: [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu)

Please consult the “Contact Us” link on the Dual Enrollment homepage for office hours of each Dual Enrollment Specialist.

