

NAME: _____

Please use INK throughout this packet !!

NEW

to Dual Enrollment for

SUMMER 2025

Due

to your SCHOOL COUNSELOR by

03/13/25

Recommended Deadline: 03/13/2025 due to course availability

Final Deadline: 04/25/2025

PLEASE READ!

IMPORTANT Dual Enrollment Information for Summer Registration

- ◆ Students and parents should go to the BTHS School Counseling webpage 'Dual Enrollment for St. Johns River State College' and read the Dual Enrollment Frequently Asked Questions link. <https://www-bths.stjohns.k12.fl.us/guidance/dual-enrollment-sjrsc/>
- ◆ Students must **use INK** on all the forms! Everything is scanned to SJRSC, and pencil cannot be seen.
- ◆ It is recommended that students enroll in total six (6) to eight (8) credit hours (A maximum of 2 courses total) for the **Summer** Term.
- ◆ Every Science course must be accompanied by its 1 credit Lab course (a total of 4 DE credits).
- ◆ To fulfill the required one credit of US History for high school graduation, students must take **BOTH** AMH 2010 **and** AMH 2020.
- ◆ To fulfill the high school graduation requirement of a semester of Government, you may take U.S. Federal Government.
- ◆ To fulfill the graduation requirement of a semester of Economics, you may take either Macroeconomics or Microeconomics.
- ◆ Courses are offered for either: a Full Term, or Summer A mini-mester (first ½ of summer semester), or Summer B mini-mester (second ½ of summer semester). Students are responsible for knowing which Term/mini-mester for which they are registering. * This is determined by the CRN that you choose!
- ◆ Make sure to complete the 'Alternative Section' of the Registration Form. This saves time and gives SJRSC your choice of other options in case a specific course you chose is full.
- ◆ Important Dates and Deadlines: <https://www.sjrstate.edu/dual-calendar> Both Summer Full and Summer A Terms begin on May 7th!
- ◆ Earning a D, F or Withdrawal will require a Petition if the student intends to enroll in a DE course in the future. This is completed electronically at: <https://www.sjrstate.edu/dual-petition>
- ◆ Textbooks and/or Access Codes are requested by the student through SJCS Media Services. Go to <https://www.stjohns.k12.fl.us/media/de-textbook-requests/> , then click on the Dual Enrollment Textbook Request Form.
- ◆ **Advisement:** If a student has questions concerning an AA degree, email: Advising@sjrstate.edu All other advisement questions may be directed to the DE office at SJRSC.

NEW to Dual Enrollment CHECKLIST

Complete ALL of the following items before submitting your packet to your school counselor 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.

Recommended Deadline: 03/13/2025 – *Students should submit the application and registration to their school counselor as soon as possible in order to secure a seat in a course before it becomes full.*

Final Deadline: 04/25/2025 – This is the final deadline issued by St. Johns River State. They do not allow any exceptions.

Initial next to each step once completed.

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

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



Be aware of SJRSC Important Dates for the **Summer 2025 semester!** Summer Full Term and Summer A Term start on May 7th! <https://www.sjstate.edu/dual-calendar>

[illegible]

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



_____ I have already taken the SAT, ACT, PSAT or PERT and have attached the **official score report** to this packet. Students wanting to take ENC 1101 or MAC 1105, must 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>



Complete SJRSC online application. Click on 'First time user account creation' >>>>>>
<https://web.sirstate.edu/pls/prod/bwskalog.P DispLoginNon?wapp=D1>

_____ Complete the Consent Form in this packet. **Must be completed in INK.**



_____ View how to choose SJRSC courses. Also read the notes on the back of this page. >>>>

_____ 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.



View this link for the MySJRstate Student Portal Tutorial. >>>>>>>>>>>>>

Required Test Scores:

For DE courses not requiring a specific qualifying score a student must submit an official copy of test scores from ACT, SAT, CLT or PERT. The PERT test is given at SJRSC, and students must pay a fee of \$20. Test results are immediate, and an official copy is given to the student at the end of testing. Please go to: <https://www.sjirstate.edu/testingcenter> for instructions on how to pay and register for the PERT at SJRSC.

Qualifying Test Scores for ENC 1101 (English Comp) and MAC 1105 (College Algebra) For a complete list of Qualifying Test Scores, please visit: <https://www.sjirstate.edu/cataloghandbook2025.pdf> pages 21 & 22.

Test & Course	PERT	ACT	SAT	Digital SAT	PSAT	CLT
ENC 1101	103-150 (writing) 106-150 (reading)	17-up (writing) 19-up (reading)	25-up (writing) 24-up (reading)	490-up (Reading and Writing)	490-760 (writing) 490-760 (reading)	38-up Sum of Verbal Reasoning & Gram/Writing
MAC 1105	123-150	21-26	25-28	490-4=560	530-760	19-40

Important Dates for Summer 2025:

Please note that Full Term and Summer A term courses start on May 7th!!

Summer Full: May 7 - Aug. 5

Summer A: May 7 - June 20

Summer B: June 23 - Aug. 5

Go to <https://www.sjirstate.edu/dual-calendar> to see Add, Drop and Withdrawal dates.

How many credits should a student take?

It is recommended that Dual Enrollment students take a maximum of:

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

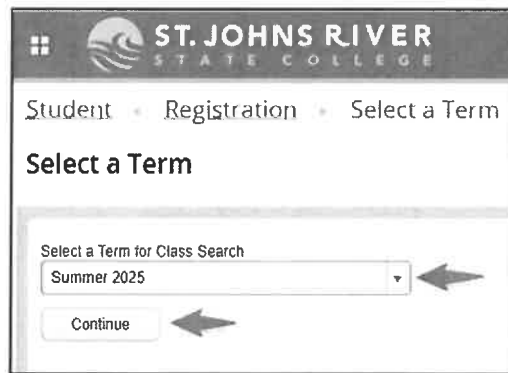
ten (10) Dual Enrollment credit hours in the spring term, and

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.

How to look up available courses:

Go to: <https://www.sjstate.edu/courses> and click on 'View Course Availability'. Choose Summer 2025 and click Continue.



The screenshot shows the 'Select a Term' page. At the top, there is a navigation bar with 'Student', 'Registration', and 'Select a Term'. Below this, the title 'Select a Term' is displayed. A dropdown menu labeled 'Select a Term for Class Search' is set to 'Summer 2025'. A 'Continue' button is at the bottom. Arrows point to the dropdown menu and the 'Continue' button.

NEXT, Enter Your Search Criteria:

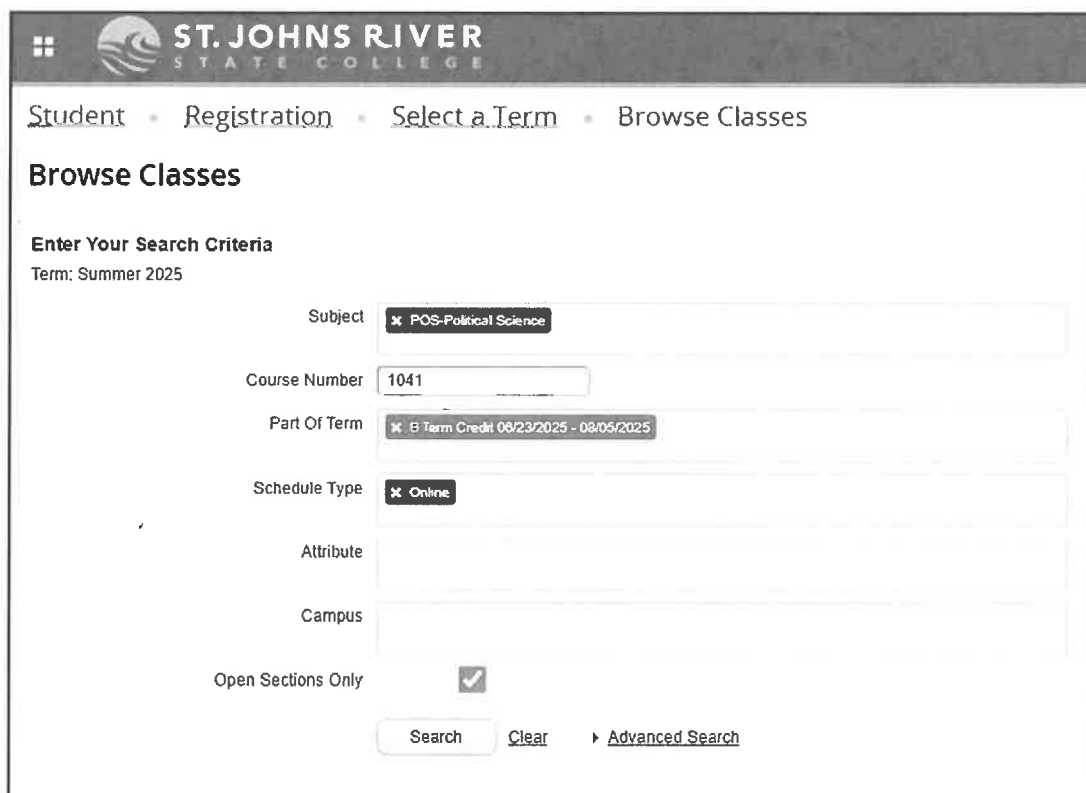
Subject: type in the three lettered course prefix (Eng Comp is ENC, Mth Coll Alg is MAC, Government is POS, Econ is ECO, etc.)

Course Number: type in the specific four-digit course number (look in the course descriptions)

Part of Term: Choose Full Term, Summer A or Summer B. Note the dates and deadlines already mentioned. There are not many Full Term and Summer A courses available.

Choose Schedule Type: Online **or** On campus (you must have an hour of drive time to or from a SJRSC campus; your BTSH schedule will not be changed to accommodate a dual enrollment course).

Open Sections Only: Check this box so you only see OPEN courses!



The screenshot shows the 'Browse Classes' page. At the top, there is a navigation bar with 'Student', 'Registration', 'Select a Term', and 'Browse Classes'. Below this, the title 'Browse Classes' is displayed. Under 'Enter Your Search Criteria', the term is set to 'Summer 2025'. Search criteria are entered as follows: Subject is 'POS-Political Science', Course Number is '1041', Part Of Term is 'B Term Credit 08/23/2025 - 08/05/2025', and Schedule Type is 'Online'. The 'Open Sections Only' checkbox is checked. At the bottom, there are 'Search', 'Clear', and 'Advanced Search' buttons.

Browse Classes:

Choose a specific course by the CRN number; notice the various professors and make sure the Schedule Type is what you want. This is the info you will put on your Registration Form.

ST. JOHNS RIVER STATE COLLEGE

Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 3 Classes
 Term: Summer 2025 Subject: POS: Political Science Course Number: 1041 Part Of Term: B Term Credit 06/23/2025 - 08/05/2025 Schedule Type: Online Open Sections Only: True

Title	Subject	Course Num	Campus	CRN	Attribute	Instructor	Meeting Times	Status	Schedule Type
U.S. Federal Government	POS	1041	Open	30305	Advance/Profess Crs FEE Civic Literacy Requirement Elective General Education Electives Social Science AS Requirement AA Social Science Requirements Social Science Electives	Newkirk, Jeff (Primary)	S M T W T F S - Type: Class Building: None Ro 27 of 30 seats re...	Online	
U.S. Federal Government	POS	1041	Open	30308	Advance/Profess Crs FEE Civic Literacy Requirement Elective General Education Electives Social Science AS Requirement AA Social Science Requirements Social Science Electives	Platt, Thomas (Primary)	S M T W T F S - Type: Class Building: None Ro 29 of 30 seats re...	Online	

Example of Completed Course Registration Chart:

Terms: Full Term – Full semester, Mini A – 1st half semester, Mini B – 2nd half semester.

The CRN number you choose determines which Term!

Courses	Full Term Mini A or B	5 Digit CRN Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1	Full	10466	3		BSC 2085	Human Anat + Phys	6-7:15 pm	X		X		
2	Full	10472	1		BSC 2085 L	Lab for Human Anat + Phys	7:25-9:05 pm			X		
3	Full	11292	3		ENC 1101	English Comp I	Online					
4												
5												
6												
		Total Cr Hrs	7									

Alternate 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	Full Term Mini A or B	CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times/Online	M	T	W	R	F
1	Full	10468	3		BSC 2085	Human Anat + Phys	12:15-1:30 pm		X		X	
2	Full	10484	1		BSC 2085 L	Lab for Human Anat + Phys	3-4:40 pm				X	
3	B	10541	3		ENC 1101	English Comp I	Online					
4												
5												
6												

PLEASE NOTE: If taking a course on a SJRSC campus, students must allow for one hour of commute time to or from BTHS. This is district policy! Your BTHS schedule will not be changed to accommodate DE courses. Please take this into consideration when choosing SJRSC courses.

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 2025

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: SJohns River State College, an equal access institution, prohibits discrimination in its employment, programs, activities, policies and procedures based on race, sex, gender, gender identity, age, color, religion, national origin, ethnicity, disability, pregnancy, sexual orientation, marital status, genetic information or veteran status. Questions pertaining to education equity, equal access or equal opportunity should be addressed to the College Title IX Coordinator/Equity Officer: Charles Romer, Room A0173, 5001 St. Johns Avenue, Palatka, FL 32177; (386) 312-4074; CharlesRomer@sjrstate.edu. Anonymous reporting is available at SJRstate.edu/report. Inquiries/complaints can be filed with the Title IX Coordinator/Equity Officer online, in person, via mail, via email or with the US Department of Education, Office of Civil Rights, Atlanta Office, 61 Forsyth St. SW Suite 19T10, Atlanta, GA 30303-8927.

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

☐ Early College Program

X _____
Date _____