

NAME: _____

Please use INK throughout this packet !!

NEW

to Dual Enrollment for FALL 2025

Due*

5/16/25

Students should submit this completed packet to their school counselor (Mrs. Moseley or Mrs. Jordan) AS SOON AS POSSIBLE for the best chance of securing a 'seat' in the requested course before SJRSC courses reach capacity.

*** BTHS Recommended Deadline: 5/16/2025** – Due to Course Availability

*** SJRSC Final Deadline: 7/31/2025** – Counselors not available after 6/2/2025

PLEASE READ - ***IMPORTANT Dual Enrollment Information for Fall 2025 Registration***

- ◆ READ ALL OF THE INFORMATION on this page and on the Checklist! READ EVERYTHING! Complete the links and forms in their ENTIRETY BEFORE turning in your packet to Mrs. Moseley or Mrs. Jordan. All necessary information IS provided! Many other important links may be found on the SJRSC Dual Enrollment webpage.
- ◆ Parents, please do not complete this packet for your student! If help is needed we encourage you to sit with your student and go through the information together so they can learn how to navigate registering for a college course.
- ◆ Students should go to the BTHS School Counseling webpage 'Dual Enrollment for St. Johns River State College' and read all the important information. <https://www-bths.stjohns.k12.fl.us/guidance/dual-enrollment-sjrsc/> Please especially read the DE Frequently Asked Questions!
- ◆ Students must **use INK** on all the forms and white out mistakes! Pencil cannot be seen on scanned documents.
- ◆ It is recommended that students take a maximum of up to ten credit hours for the **FALL** Term. Early Admission students (Full Time DE) must take a min of twelve and a max of sixteen credit hours and cannot take BTHS courses.
- ◆ **If students want to take a course on a SJRSC campus, students must allow for one hour of commute time to or from BTHS. Please remember this when choosing SJRSC courses. Your BTHS schedule cannot be changed to accommodate dual enrollment classes.**
- ◆ When filling out the registration packet, please make sure you are looking at the "term" of the course you are signing up for. Courses are offered for 3 different Terms:
 - **Term 1** = Fall Full Term 1 semester (August to December)
 - **Term 2** = Fall Term 2 'A' mini-mester (August to October)
 - **Term 3** = Fall Term 3 'B' mini-mester (October to December)
- ◆ Important Dates and Deadlines: <https://www.sjrstate.edu/academcal> Click on Fall 2025.
- ◆ Specific course information:
 - Every Science course must be accompanied by its 1 credit Lab course (a total of 4 DE credits).
 - SLS 1122 is required for all Florida Associate in Arts (A.A.) degree programs.
 - Both ENC 1101 and ENC 1102 (along with many other courses) count as a full high school credit. Please be aware of DE courses and their high school equivalency: <https://www-bths.stjohns.k12.fl.us/guidance/wp-content/uploads/sites/18/2024/09/2024-2025-Dual-Enrollment-High-School-Equivalency-List.pdf>
 - In order to take Humanities (HUM 2020), students must have already taken ENC 1101. Always look at the Prerequisites!
 - 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 graduation requirement of a semester of Government, you may take U.S. Federal Government through dual enrollment.
 - To fulfill the graduation requirement of a semester of Economics, you may take either Macroeconomics or Microeconomics through dual enrollment.
- ◆ Make sure to complete the 'Alternative Section' of the Registration Form in case your original course selection is unavailable. Students who do not include Alternate course selections risk not being able to take that dual enrollment course.
- ◆ After SJRSC has processed your registration, check your Concise Student Schedule in our mySJRstate account to confirm you were registered for the correct Fall courses. If you do not see your class or feel like there was an error you will need to contact Marta Clinger, DE Specialist at SJR at (904)808-7418 or Marsha Smith at (386)312-4136.
- ◆ Earning a D or F, or Withdrawing from a course will require a Petition if the student intends to enroll in a DE course in the future. Students may only Petition ONE TIME! This is completed electronically at: <https://sjrstate.edu/dual-petitions-appeals>
- ◆ 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: <https://www.sjrstate.edu/advising>
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: 5/16/2025 – *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: 7/31/2025 – 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 **Fall 2025 semester!** Fall Full Term and Fall A Term start on August 25th! <https://www.sjirstate.edu/academcal>

[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 (Download from College Board or ACT, print and attach all pages, NO screenshots). Students wanting to take ENC 1101 or MAC 1105, must check for qualifying scores on the back of this sheet.

[illegible]

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_DisplLoginNon?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.

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.sjstate.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.sjstate.edu/cataloghandbook2025.pdf> pages 21 & 22.

Test & Course	PERT	ACT	SAT	Digital SAT	PSAT	CLT
ENC 1101 (Eng Comp 1)	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 (Coll Algebra)	123-150	21-26	25-28	490-560	530-760	19-40

Important Term Dates for Fall 2025:

Please note that Full Term and A term courses start on August 25th!

Fall Full: August 25 – December 12

Withdrawal Deadline – November 10

Fall A: August 25 – October 15

Withdrawal Deadline – October 6

Fall B: October 20 - December 12

Withdrawal Deadline – December 1

***The CRN number you choose determines the course Term.**

Go to <https://www.sjstate.edu/academcal> 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,

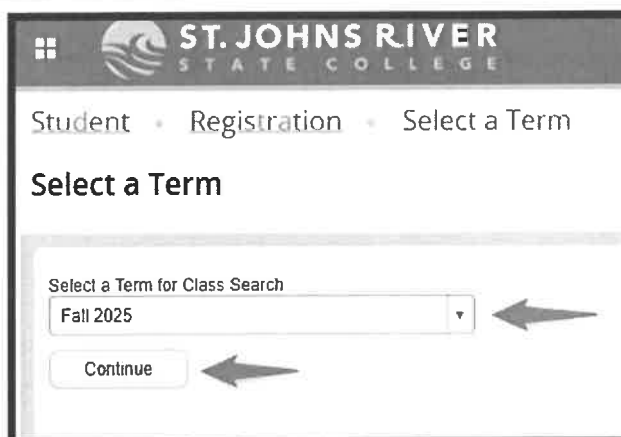
ten (10) Dual Enrollment credit hours in the spring term, and

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.

FOLLOW THESE IMPORTANT STEPS WHEN LOOKING UP COURSES!

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



NEXT, Enter Your Search Criteria:

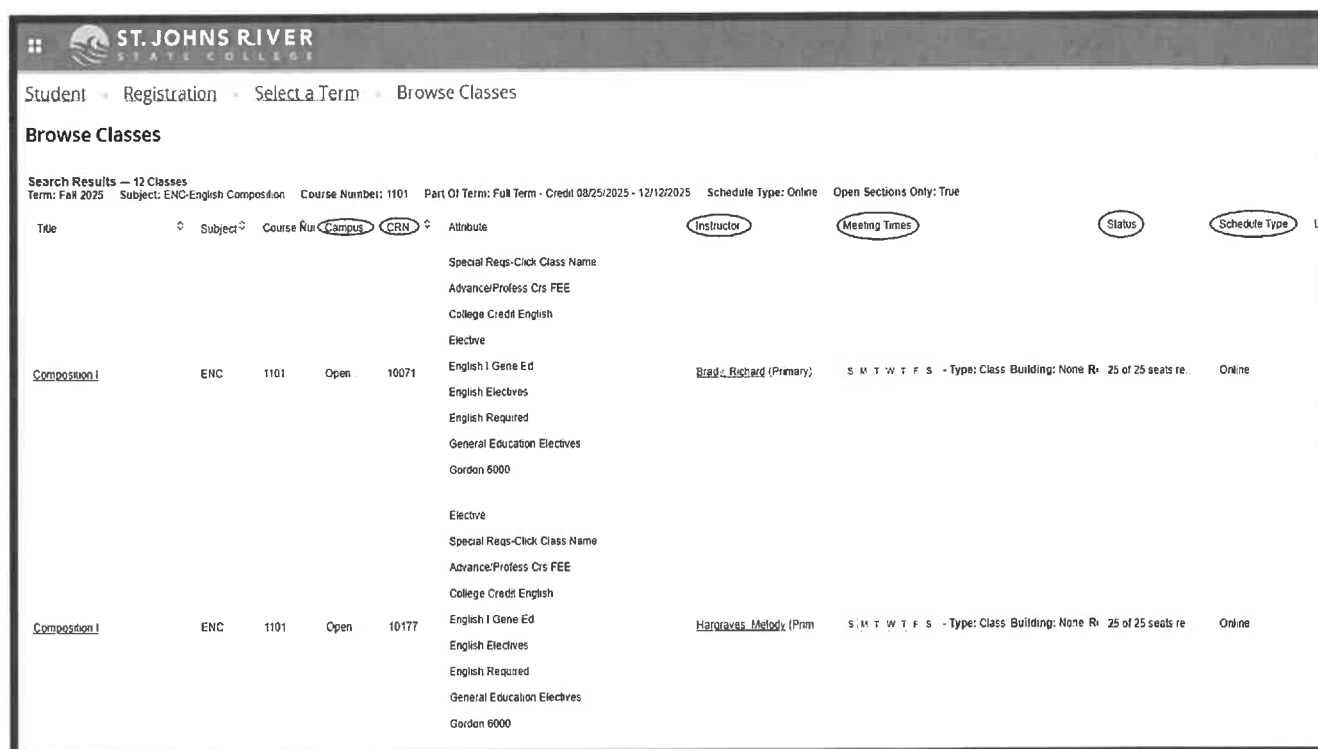
Subject: type in the three lettered course prefix (Eng Comp is ENC, Mth Coll Alg is MAC, Government is POS, Econ is ECO, etc.)

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

Part of Term: Choose Full Term, Term A or Term B. Note the dates and deadlines already mentioned. It is not recommended that NEW to DE students take a Term A or Term B course!

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

Open Sections Only: Check this box to see the open courses only!



Title	Subject	Course Num	Campus	CRN	Attribute	Instructor	Meeting Times	Status	Schedule Type
Composition I	ENC	1101	Open	10071	English I Gene Ed English Electives English Required General Education Electives Gordon 6000	Braun, Richard (Primary)	S M T W T F S - Type: Class Building: None R	25 of 25 seats re	Online
Composition I	ENC	1101	Open	10177	English I Gene Ed English Electives English Required General Education Electives Gordon 6000	Harmon, Melody (Prim	S M T W T F S - Type: Class Building: None R	25 of 25 seats re	Online

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

Enter Your Search Criteria

Term: Fall 2025

Subject: ☒ ENC-English Composition

Course Number:

Part Of Term: ☒ Full Term - Credit 06/25/2025 - 12/12/2025

Schedule Type: ☒ Online

Attribute:

Campus:

Open Sections Only: ☒

[Advanced Search](#)

Example of Completed Course Registration Chart:

your concise student schedule to ensure your class schedule is correct.

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 2085L	Lab for Human Anat + Phys	7:25-9:05pm			X		
3	Full	11292	3		ENC 1101	English Comp I	Online					
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	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	12:15-1:30pm		X		X	
2	Full	10484	1		BSC 2085L	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: Fall 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: St. Johns 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



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

Updated: 5/25

NEW STUDENT ____Y or N____

PLEASE COMPLETE YOUR ONLINE ORIENTATION found in CANVAS!

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 for withdrawing) in any dual enrollment course, I may 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: _____ HIGH SCHOOL GRAD YEAR _____

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.

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

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												
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	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												
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