

NAME: _____

Please use INK throughout this packet !!

RETURNING

to Dual Enrollment for SPRING 2026

Due*

11/05/25

Ms. Moseley & Ms. Jordan will begin accepting DE Packets beginning Tuesday, October 7th. Students should submit this completed packet as soon as possible from this date forward. SJRSC will not begin processing DE registrations until Oct. 14th.

***Recommended Deadline: 11/05/2025** *due to course availability*

Final SJRSC Deadline: 11/30/2025

**PLEASE READ and keep this and the next page for your
IMPORTANT Dual Enrollment Information!**

- ◆ 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 under "Quick Links".
- ◆ 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!
- ◆ For students who are 'NEW' to DE, during your online Orientation, you will be asked to send a request for a Consent Form to your parent AND to a school counselor. For the school counselor, choose either: Tanya Moseley (last names A-K) at tanya.moseley@stjohns.k12.fl.us or Kaitlyn Jordan (last names L-Z) at kaitlyn.jordan@stjohns.k12.fl.us Make sure the email address is typed in correctly for it to be received! You must have the consent completed to release the hold on your account.
- ◆ 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 no more than ten credit hours for the **SPRING** Term. Early Admission students (Full Time DE) must take a minimum of twelve and a maximum 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:
 - **Spring Full Semester** = January to April
 - **Spring 'A' mini-mester** = January to February
 - **Spring 'B' mini-mester** = March to April
- ◆ Important Dates and Deadlines: <https://www.sjrstate.edu/academcal> Click on Spring 2026.
- ◆ 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/18/2025/09/2025-2026-High-School-Subject-Equivalency-List-for-DE.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.
- ◆ SJRSC will not begin processing DE registrations until Oct. 14th. 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 Withdrawal from a course will require a Petition if the student intends to enroll in a DE course in the future. 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.

RETURNING to Dual Enrollment CHECKLIST

Complete ALL of the following steps **BEFORE** submitting your packet. Students are responsible for all of the information provided. READ, READ, READ. Students should submit the completed packet to Ms. Moseley (last names A-K) or Ms. Jordan (last names L-Z) starting October 7th for the best chance of securing a "seat" in the requested courses before SJRSC courses reach capacity. Courses are subject to availability.

Recommended Deadline: 11/05/2025 – *Students should submit all dual enrollment paperwork to Ms. Moseley (last names A-K) or Ms. Jordan (last names L-Z) starting October 7th. Students should include Alternate course selections in case their original course selection is unavailable. Students who do not include Alternate course selections run the risk of not having a dual enrollment course. Students who submit registration forms after the Recommended Deadline may experience delays in obtaining counselor approval and may encounter more scheduling issues with course availability.*

Final Deadline: 11/30/2025 – 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 your cumulative unweighted GPA in HAC to ensure eligibility of 3.0 or higher.

 Complete the Registration Form in this packet **in INK.**

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



_____ I have already taken the SAT, ACT, PSAT or PERT test for my Qualifying scores.
(If you are taking ENC 1101 or MAC 1105, check for qualifying scores below.)

_____ If required, attach your official score report to this packet (all pages, no screenshots).

[illegible]

***Once SJRSC reviews your packet and enters your information you need to check your 'Concise Student Schedule' to confirm enrollment in Dual Enrollment courses.**

***Check your MySJRstate email OFTEN for important messages from the DE department.**

Qualifying Test Scores for ENC 1101 and MAC 1105.

Test & Course	PERT	ACT	SAT	PSAT
ENC 1101	103 Writing and 106 Reading	17 Writing and 19 Reading	25 Writing and 24 Reading	25 Writing and 24 Reading
MAC 1105	123 Math	21 Math	25 Math	26.5 Math

Example of Completed Course Registration Chart

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	Full	20101	3		ENC 1101	Eng Comp 1	Online					
2	Full	21164	3		BSC 1005	Intro to Biology	6-7:15pm			X		
3	Full	21078	1		BSC 1005L	Lab - Intro to Biology	6-7:40pm		X			
4	B	20940	3		HSC 1531	Medical Terminology	Online					
5												
6												
		Total Cr Hrs	10									

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	B	20038	3		ENC 1101	Eng Comp 1	Online					
2												
3												
4	B	20175	3		HSC 1531	Medical Terminology	Online					
5												
6												

If students are taking 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.

Spring Full Term: January 7 - April 24

Add deadline November 30, Drop Deadline is January 13

Spring Mini A Term: January 7 - February 25

Add deadline November 30, Drop Deadline is January 9

Spring Mini B Term: March 2 - April 24

Add deadline February 27, Drop Deadline is March 4

How many credits can a student take?

It is recommended that students take no more than ten credit hours for the **Fall & Spring** Term and no more than eight credit hours (2 courses total) for **Summer** Term.

Early Admission students (Full Time DE) must take a minimum of twelve and a maximum of sixteen credit hours and cannot take BTHS courses.



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

Updated: 7/24

NEW STUDENT ____Y or N____ ONLINE ORIENTATION COMPLETED ____Y or N____ No Orientation, No Registration

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