

NAME: \_\_\_\_\_

Please use INK throughout this packet !!

# RETURNING

to Dual Enrollment for FALL 2026

**Due\***

**5/22/26**

**Ms. Moseley & Ms. Jordan will accept DE Packets in Guidance. Students should submit this completed packet as soon as possible for the best chance of securing a 'seat' in the requested courses before SJRSC courses reach capacity.**

**\*Recommended Deadline: 5/22/2026** – Due to Course Availability  
**SJRSC Deadline for Registrations: 8/14/2026**

Counselors not available after 6/2/2025, after this date the Registration Forms must be sent to: Melissa Roughan, [melissa.roughan@stjohns.k12.fl.us](mailto:melissa.roughan@stjohns.k12.fl.us)

**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.
- ◆ For students who are 'NEW' to DE, during your online Application, 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](mailto:tanya.moseley@stjohns.k12.fl.us) or Kaitlyn Jordan (last names L-Z) at [kaitlyn.jordan@stjohns.k12.fl.us](mailto: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. **\*IMPORTANT\* If you are submitting your packet after May 22<sup>nd</sup>, you MUST email your Consent Form Request to Melissa Roughan instead at [melissa.roughan@stjohns.k12.fl.us](mailto:melissa.roughan@stjohns.k12.fl.us) NOT to Mrs. Moseley nor Mrs. Jordan!**
- ◆ Students must use **INK** on all the forms and **white out mistakes!** Print CLEARLY! Pencil cannot be seen on scanned documents.
- ◆ It is recommended that students take no more than ten (10) credit hours for the **FALL** 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, they 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. Courses are offered for 3 different Terms:
  - **Fall Full Semester** = August to December
  - **Fall 'A' mini-mester** = August to October
  - **Fall 'B' mini-mester** = October to December
- ◆ Important Dates and Deadlines: <https://www.sjrstate.edu/academcal> Click on Fall 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. Some dual enrollment courses only count as a .5 credit for high school. Please be aware of DE courses and their high school equivalency and refer to: <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>
  - Always look at the Prerequisites! In order to take Humanities (HUM 2020), students must have already taken ENC 1101. Click on the course and a window will appear with tabs. Click on 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 your mySJRstate account on the Important Links card 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 Michele Menadue, DE Specialist at SJR at (386)312-4285 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> Students may only Petition ONE (1) time while participating in the dual enrollment program.
- ◆ 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 Materials 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.



## ***Qualifying Test Scores:***

<b>Test &amp; Course</b>	<b>PERT</b>	<b>ACT</b>	<b>SAT</b>	<b>Digital SAT</b>	<b>PSAT</b>	<b>CLT</b>
<b>ENC 1101 (Eng Comp 1)</b>	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
<b>MAC 1105 (Coll Algebra)</b>	123-150	21-26	25-28	490-560	530-760	19-40

## ***Term Dates for Fall 2026:***

**Fall Full Term: August 24 – December 11**

**Fall Mini A Term: August 24 – October 14**

**Fall Mini B Term: October 19 – December 11**

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.

**Go to <https://www.sjrstate.edu/academcal> to see Add, Drop and Withdrawal Dates**

## ***How many credits can a student take?***

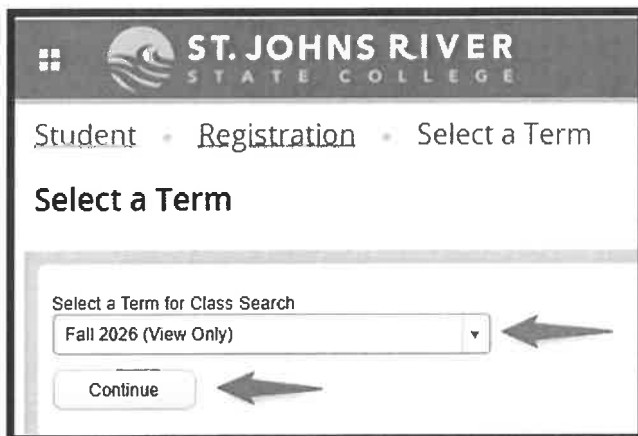
It is recommended that students take no more than ten credit hours for the **Fall & Spring** Term and no more than eight credit hours (2 courses total) for **Summer** Term.

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

- Every Science course must be taken with its Lab course for students to receive a full credit of science for high school and for Bright Futures.
- Example: Intro to Biology – BSC 1005 must be taken with Lab for Intro to Biology BSC 1005L. This will earn 4 college credits and 1 high school science credit.

## ***FOLLOW THESE IMPORTANT STEPS WHEN LOOKING UP COURSES!***

Go to: <https://www.sjrst.edu/courses> and click on 'View Course Availability'. Choose Fall 2026 and click Continue.



The screenshot shows the top navigation bar of the St. Johns River State College website. Below the navigation bar, there are links for 'Student', 'Registration', and 'Select a Term'. The 'Select a Term' link is highlighted. Below this, there is a section titled 'Select a Term' with a dropdown menu labeled 'Select a Term for Class Search'. The dropdown menu is open, showing 'Fall 2026 (View Only)' as the selected option. Below the dropdown menu is a 'Continue' button. Arrows point to the dropdown menu and the 'Continue' button.

### ***NEXT, Enter Your Search Criteria:***

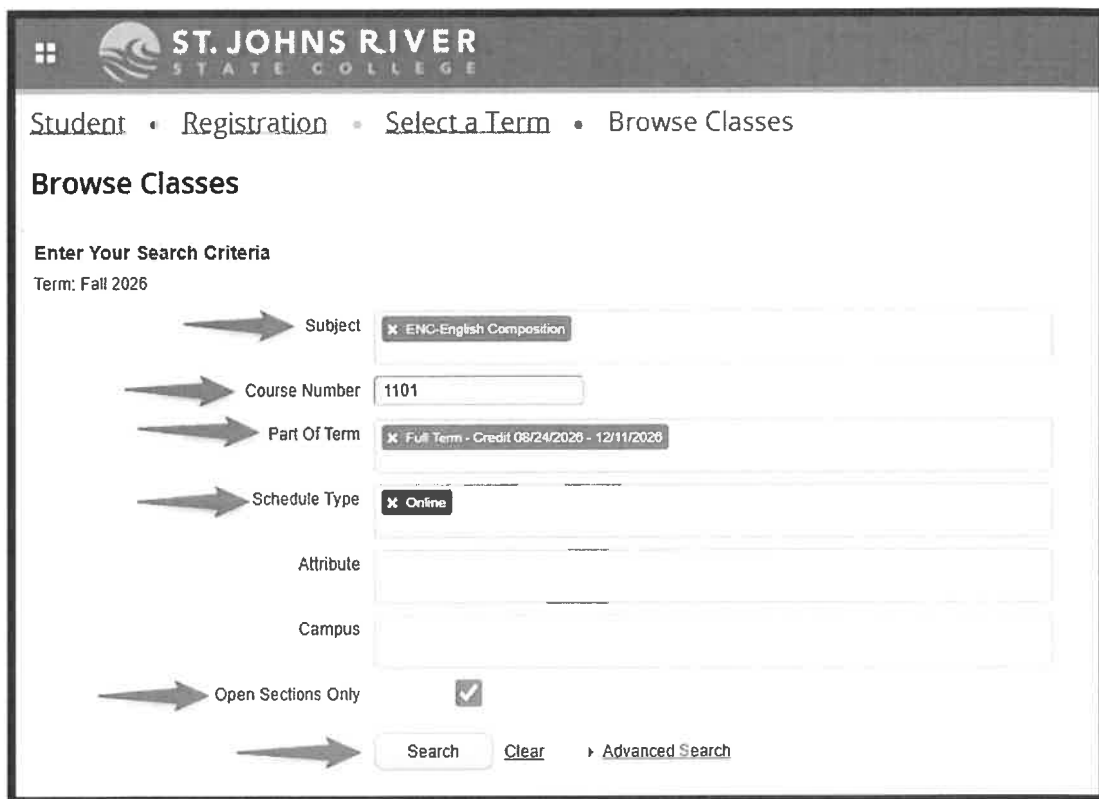
**Subject:** type in the three lettered course prefix (Eng Comp is ENC, Mth Coll Alg is MAC, Government is POS, Econ is ECO, etc.)

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

**Part of Term:** Choose Full Term, 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!



The screenshot shows the 'Browse Classes' search criteria form on the St. Johns River State College website. The form is titled 'Enter Your Search Criteria' and has a 'Term: Fall 2026' label. The form contains several input fields: 'Subject' with the value 'ENC-English Composition', 'Course Number' with the value '1101', 'Part Of Term' with the value 'Full Term - Credit 08/24/2026 - 12/11/2026', 'Schedule Type' with the value 'Online', 'Attribute', and 'Campus'. There is a checkbox for 'Open Sections Only' which is checked. At the bottom of the form are 'Search', 'Clear', and 'Advanced Search' buttons. Arrows point to the 'Subject', 'Course Number', 'Part Of Term', 'Schedule Type', 'Open Sections Only', and 'Search' fields.



## Dual Enrollment | Early College | Early Admissions Registration / Approval Form

**Student Information:**

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

 EMAIL: \_\_\_\_\_ **SJR STATE ID NUMBER (REQUIRED) X00** \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ HIGH SCHOOL: \_\_\_\_\_

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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Course Registration: THE DE CODE IS FOR OFFICE USE ONLY.**
*Terms: Full Term - Full semester, Mini A - 1st half semester, Mini B - 2nd half semester.*

5 Digit CRN	Cr Hrs	DE Code	Course Prefix Number	SJR State Course Title	Times/Online	M	T	W	R	F
Total Cr Hrs										

**Alternative Section:**

**Under "Alternative Section" you can list a second choice CRN/Section Number in the event your first choice is closed.**

5 Digit CRN	Cr Hrs	DE Code	Course Prefix Number	SJR State Course Title	Times/Online	M	T	W	R	F

**Counselor Certification:**

Students must have an overall 3.0 unweighted high school GPA to participate in the Dual Enrollment Program.

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.

I hereby certify that this student has demonstrated maturity, motivation, dependability, and academic ability to perform satisfactorily at the College Level.

 Signature of High School Counselor:  Date: