

NAME: _____

Please use blue or black INK throughout this packet!!

NEW

to Dual Enrollment for SPRING 2027

Due*

11/06/26

Students should submit this completed packet as soon as possible from this date forward. SJRSC will not begin processing DE registrations until October 15th.

***Recommended Deadline: 11/06/2026** *due to course availability*

Final SJRSC Application Deadline: 11/30/2026

Final SJRSC Registration Deadline: 12/7/2026

**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! Complete the links and forms in their ENTIRETY BEFORE turning in your packet to your school counselor. 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 application, you will be asked to send a request for a Consent Form to your parent AND to a school counselor. You must have the consents completed to release the hold on your account. For the school counselor, send it to the correct counselor's email (based on student last name):
 - A-D = Ms. Graham (aretha.graham@stjohns.k12.fl.us)
 - E-K = Ms. Moura (nicole.moura@stjohns.k12.fl.us)
 - L-Re = Ms. Boyce (sherri.boyce@stjohns.k12.fl.us)
 - Rh-Z = Ms. Jordan (kaitlyn.jordan@stjohns.k12.fl.us)
- ◆ Students must **use blue or black 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 have 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 6, 2027 to April 23, 2027
 - **Spring 'A' mini-mester** = January 6, 2027 to February 24, 2027
 - **Spring 'B' mini-mester** = March 1, 2027 to April 23, 2027
- ◆ 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).
 - Both ENC 1101 and ENC 1102 (along with many other courses) count as one full high school credit each. Please be aware of DE courses and their high school equivalency (list found on the BTHS School Counseling Website)
 - 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 Economics, you may take either ECO2013 **or** ECO2023 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. 8th** (for those with 20-44.9 completed college credits) and **Oct. 15th** (for those with 0-19.9 completed college credits). After SJRSC has processed your registration, check your Concise Student Schedule in your mySJRstate account to confirm you were registered for the correct Spring 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.
- ◆ 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.

Dual Enrollment CHECKLIST

Complete ALL 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 their assigned school counselor on or before November 16th for the best chance of securing a "seat" in the requested courses before SJRSC courses reach capacity. Courses are subject to availability.

Recommended Deadline: 11/16/2026 – Students should submit their online counselor consent and physical registration paperwork to their assigned school counselor. 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 scheduling issues with course availability.

Final Application Deadline (NEW to DE ONLY): 11/30/2026 – This is the final deadline issued by St. Johns River State for NEW students to APPLY online. They do not allow any exceptions.

Final Deadline to Submit Registration and Add Forms: 12/7/2026 – This is the final deadline issued by St. Johns River State for students to submit their registration and add forms. 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.



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

Complete the Registration Form in this packet **in blue or black INK.**

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

Complete SJRSC online application. >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
<https://www.sjrstate.edu/dual-checklist>



***Once SJRSC reviews your packet and enters your information, you need to check your 'Concise Student Schedule' to confirm enrollment in Dual Enrollment courses by going to the Important Links card.**

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

NOTES FOR NEW TO DE STUDENTS

***NEW to DE students do not need to wait for their X# before turning in their registration to their school counselor.**

***School Counselors will only complete the online consent form once we have a completed registration form turned in.**

Test Scores:

- Student must have College Placement Scores on file to take dual enrollment (PSAT, SAT, ACT, CLT, PERT).
- Specific Qualifying Test Scores are required for students to take ENC 1101 and MAC 1105.

Test & Course	PERT	ACT	SAT	Digital SAT	PSAT	CLT
ENC 1101 (Eng Comp 1)	103-150 (writing) 106-150 (reading)	17-up (English) 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 Spring 2027:

Spring Full Term: January 6 – April 23, 2027

Add deadline December 7, Drop Deadline is January 12

Spring Mini A Term: January 6 – February 24, 2027

Add deadline December 7, Drop Deadline is January 8

Spring Mini B Term: March 1 – April 23, 2027

Add deadline December 7, Drop Deadline is March 3

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.

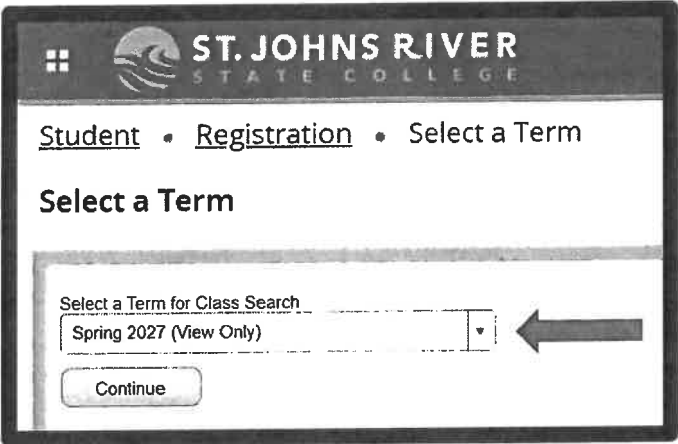
Early Admission students (Full Time DE) must take a minimum of twelve and a maximum of sixteen credit hours and cannot take BTHS courses.

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.sjrstate.edu/courses> and click on 'View Course Availability'. Choose Spring 2027 and click Continue.



The screenshot shows the St. Johns River State College website. At the top, there is a navigation bar with the college logo and name. Below it, a breadcrumb trail reads: Student • Registration • Select a Term. The main heading is "Select a Term". Below this, there is a dropdown menu labeled "Select a Term for Class Search" with "Spring 2027 (View Only)" selected. A large black arrow points to the dropdown menu. Below the dropdown is a "Continue" button.

NEXT, Enter Your Search Criteria:

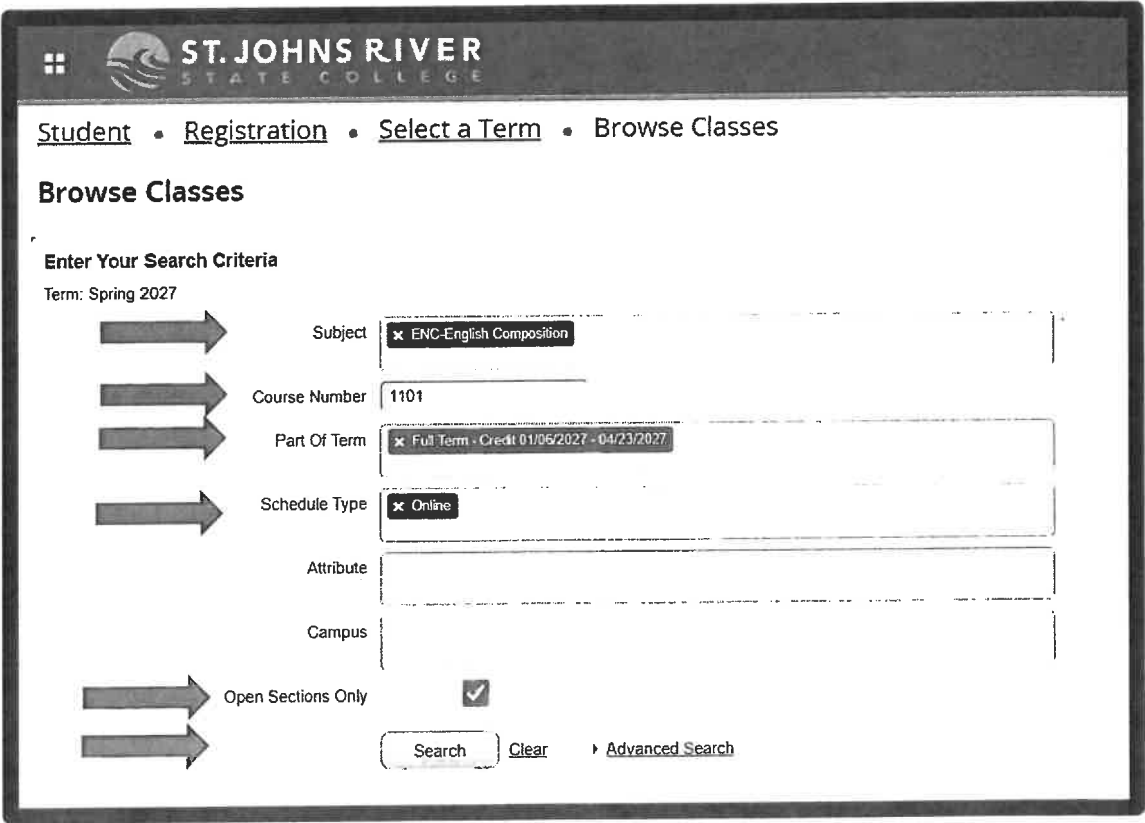
Subject: type in the three lettered course prefix (Eng Comp is ENC, Mth Coll Alg is MAC, Government is POS, Econ is ECO, etc.)

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 St. Johns River State College website. At the top, there is a navigation bar with the college logo and name. Below it, a breadcrumb trail reads: Student • Registration • Select a Term • Browse Classes. The main heading is "Browse Classes". Below this, there is a section titled "Enter Your Search Criteria". Under this section, it says "Term: Spring 2027". There are four large black arrows pointing to the search criteria fields: Subject, Course Number, Part Of Term, and Schedule Type. The Subject field contains "ENC-English Composition". The Course Number field contains "1101". The Part Of Term field contains "Full Term - Credit 01/06/2027 - 04/23/2027". The Schedule Type field contains "Online". There are also fields for Attribute and Campus, which are currently empty. At the bottom, there is a checkbox for "Open Sections Only" which is checked. Below the checkbox are buttons for "Search", "Clear", and "Advanced Search".

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 — 9 Classes
Term: Spring 2027 **Subject:** ENG-English Composition **Course Number:** 1101 **Part Of Term:** Full Term - Credit 01/06/2027 - 04/23/2027 **Schedule Type:** Online **Open Sections Only:** True

Title	Subject	Course#	Campus	CRN	PLEASE CHECK DETAILS BELOW	Instructor	Meeting Times	Status	Schedule Type	
Composition I	ENC	1101	Open...	20115	16 Week Course					
					Special Reqs-Click Class Name					
					Advance/Profess Crs FEE					
					College Credit English					
					Elective					
					English I Gene Ed	Bryant Jr, Herman (Pr	S M T W T F S	- Type: Class Building: Nc	25 of 25 seats ...	Online
					English Electives					
					English Required					
					General Education Electives					
					Gordon 6000					
					16 Week Course					
					Special Reqs-Click Class Name					
					Advance/Profess Crs FEE					
					College Credit English					
					Elective					
					English I Gene Ed	Hargraves, Melody (P	S M T W T F S	- Type: Class Building: Nc	25 of 25 seats ...	Online
Composition I	ENC	1101	Open...	20138	English Electives					
					English Required					

Example of Completed Course Registration Chart

The CRN number you choose determines which Term (Full, A or B)

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

Terms: Fall 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
22222	3		ENC 1101	English Comp 1	Online	
55555	3		POS 1041	US Federal Gov	Online	
88888	3		ECO 2013	Macroeconomics	6-7:15 pm	X X X
Total Cr Hrs	3					

Alternative Section:

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

[illegible]

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

Test:
Consent:

Student Information:

NAME: _____ DATE OF BIRTH: ____ / ____ / ____

EMAIL: _____ SJR STATE ID NUMBER: _____ 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: _____