

Dual Enrollment Checklist – NEW Student

Complete all items before submitting your packet. Students should submit the completed packet to their school counselor (Patterson, Sterling and Cashwell on the 2nd floor office, Ashenfelder and Shook on the 3rd floor office of building 4) AS SOON AS POSSIBLE for the best chance of securing a 'seat' in the requested course before courses reach capacity. **Completed packet includes: signed consent, correctly completed registration form (without counselor signature) and a complete set of test scores.**

5/13/2025 by noon –BHS deadline – school counselors recommend submitting completed packets ahead of this deadline as classes fill up quickly. If you are in the AICE Diploma program, please return this packet to Mrs. Cashwell

Initial next to each step once completed

[illegible][illegible]

____ Check your cumulative unweighted GPA in HAC to ensure eligibility of 3.0 or higher

____ Take either the SAT, ACT, PSAT/NMSQT, or PERT test if you have not already (scores cannot be more than two years old)

____ Attach a score report from either ACT, SAT, PSAT/NMSQT, or PERT to this packet

 Read ‘guide to apply online’ to help you navigate the dual enrollment online application >>>>>>>>>>

[illegible]

____ Complete the consent form in this packet without counselor signature

[illegible]

____ Complete the registration form in this packet without counselor signature (see example on next page). It is VERY important to fill out the 'alternative section' on the registration form.

 Complete the 'intent to take dual enrollment classes' form. This is VERY important to fill out.



Qualifying Test Scores

Course Placement & Required Test Scores	PERT	ACT	SAT	PSAT/NMSQT	CLT
ENC 1101	103 (writing) and 106 (reading)	17 (English) and 19 (reading)	490 (EBRW)	490 (EBRW)	38 (sum of verbal reasoning and grammar/writing)
MAT 1033 (college elective credit)	114 (math)	19 (math)	480 (math)	480 (math)	16 (quantitative reasoning)
MAC 1105/STA 2023	123 (math)	21 (math)	490 (math)	530 (math)	19 (quantitative reasoning)
Check SJRSC catalog for pre-requisite requirements for all math courses. All test scores must be less than two years old.					

Example of completed course registration chart

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 Term	58698	3.0		ENC 1101	Composition 1	Online					
2	Full Term	25698	3.0		MAC 1105	College Algebra	9:00 AM - 10:10 AM	X		X		X
3												
4												
5												
6												
		Total Cr Hrs	6.0									

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 Term	65987	3.0		ENC 1101	Composition 1	10:20 AM - 11:20 AM		X		X	
2	Full Term	75349	3.0		MAC 1105	College Algebra	5:00 PM - 8:00 PM	X		X		
3												
4												
5												
6												

It is VERY important to fill out the 'alternative section' on the registration form.



Make sure you completed the 'intent to take dual enrollment classes' form. This is VERY important to fill out

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:

Beachside HS	St Johns	FL	
High School Name	City	State	Expected Graduation Date (Month and Year)

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