

Dual Enrollment Checklist – RETURNING 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

____ If taking ENC 1101, MAC 1105, and/or STA 2023, attach a score report from either ACT, SAT, PSAT/NMSQT, or PERT to registration form

[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												

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

