

Dual Enrollment Checklist – NEW Student

Complete all items before submitting your packet. Students should submit the completed packet to their school counselor (Patterson, Sterling, Ashenfelder and Shook building 1, Cashwell 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.**

10/1/2025 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 online DE orientation in MySJRstate portal

____ 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.

SJRSC Spring 2026 term classes are from January 7 – April 24, 2026

Your Beachside schedule cannot be changed to accommodate dual enrollment classes

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.

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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: Spring 2026

HIGH SCHOOL IN WHICH YOU ARE CURRENTLY ENROLLED:

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

High School Counselor's Signature

Date

POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NONDISCRIMINATION: St. Johns 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



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

Updated: 5/25

NEW STUDENT ☒ Y or N ☐

PLEASE COMPLETE YOUR ONLINE ORIENTATION found in CANVAS!

NAME: _____ DATE OF BIRTH: _____ / _____ / _____
Last First Middle

EMAIL: _____ SJR STATE X NUMBER (REQUIRED): X00 _____

PHONE NUMBER: _____ SCHOOL: Beachside HS

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.

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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