



Dual Enrollment: New Student Start-Up Checklist

Welcome! Use this checklist to complete all the necessary steps to get started as a Dual Enrollment student at St. Johns River State College.

Step 1: Set Up Your Student Accounts

- Please review your email for the next steps and instructions on how to set up your account.
- Log in to the student portal at www.sjrstate.edu.
- Check your schedule and grades in the student portal.
- Access Degree Works to view degree progress and course planning.
- Set up your Viking Email through the portal and check it regularly.
- Check your St. Johns County School email for district-specific updates.
- Log in to Canvas through the portal for your courses.
- Courses appear in Canvas on the first day of the semester.
- Log in to each course within 48 hours of publication to avoid being dropped.

Step 2: Check Your Class Schedule

- Log in to the student portal and click 'Concise Student Schedule' under 'Important Links'.
- Verify course names, CRNs, locations, formats (online, hybrid, in-person), and start/end dates.
- Report errors to your dual enrollment advisor or high school contact:
- Michele Menadue – SJR State: michelemenadue@sjrstate.edu – Early College students
- Marta Clinger – SJR State: martaclinger@sjrstate.edu – Traditional DE students

Step 3: Know Important Dates and Deadlines

- View the Dual Enrollment calendar at www.sjrstate.edu/dual-calendar.
- Deadlines for registration, add/drop, and withdrawal differ from traditional students.
- Check both Viking and school email regularly for reminders and updates.

Step 4: Complete Orientation & Know Support Resources

- Complete the Canvas Orientation Module before the semester begins to avoid being dropped.
- Visit www.sjrstate.edu for dual enrollment resources and updates.
- Need help? Contact:
 - Dual Enrollment Advisor or DE office at 386-312-4136
 - Your high school dual enrollment contact
 - Academic Advising for articulation to the university.

Final Checklist

- Student accounts are set up.
- Class schedule has been verified.
- Canvas Orientation is complete.
- Advisor contact info is saved.
- Email accounts are checked regularly.