

HOW TO REGISTER FOR DUAL ENROLLMENT

1 VISIT THE DE PORTAL

<https://forms.office.com/Pages/ResponsePage.aspx?id=V9CzsxL8P0-S9HK-boRDUXUkVQhJs8hLk7BDRF2dy0NURFdDRzY1TDVLODdTWTI4TzE4N1FYQzM2VC4u>

2 FILL OUT APPLICATION

If you are new to DE, start with the application and signature page, ensuring you upload them to the portal correctly. If you have taken a DE course within the last year, you can skip to the next step.

3 TESTING

If you are new to DE or you are signing up for a course that has specific test score requirements, upload a screenshot of your qualifying ACT, SAT or PERT scores. Your full name must be visible on the screenshot.

4 CHOOSE YOUR COURSES

View the SJR course schedule for the upcoming semester and choose which classes you want to take (<http://www.sjrstate.edu/courses.html>). Fill out and upload the form to the portal.

5 MEET WITH YOUR SCHOOL COUNSELOR

After uploading your registration form, contact your counselor if you are unsure about your course selections. Your counselor will contact you if they have questions or concerns regarding your paperwork.

6 VERIFY YOUR SCHEDULE

Once you have submitted all the required paperwork to the DE portal, keep checking your [MySJR account](#) to verify your schedule. Let your School Counselor know if you do not see all the classes that you have chosen after a week. If you want to add or drop a course, return to the portal to complete a adjustment form by Jan 12.

7 REQUEST TEXTBOOKS

Request your SJR textbooks by submitting a request via the SJSCD website located here: <https://www.stjohns.k12.fl.us/media/dual-enrollment/>

