

How to Register for DE Classes at St. Johns River – Fall 2020

Dual Enrollment Admissions Procedures:

1. All students who wish to participate in dual enrollment, either at the Pedro Menendez campus, or at St. Johns River or Online must complete **admissions** procedures prior to June 30, 2020. (If you have taken SJR State classes in the last two college semesters you do not have to reapply).
2. Admissions has THREE parts
 - a. Application – online
 - b. DE Participation Form – sign and return to PMHS
 - c. Placement Test Scores (for Fall 2020 ONLY required for English and Math classes at the college)

After you have completed your application and returned your DE participation form, go to <http://sjrstate.edu/mysjrstate.html> to set up your My SJR State account following the “First Time User Acceptance Policy.” YOU ARE RESPONSIBLE FOR REGULARLY CHECKING YOUR SJR STATE EMAIL ADDRESS FOR CORRESPONDENCE FROM THE COLLEGE

General Registration Information:

Students who are **only taking DE classes on the PMHS campus must complete admissions procedures (above) by June 30, but will complete registration for those classes at PMHS during the first few days of school**

Students who wish to take one or more DE classes either on the SJR State campus OR online must complete the registration process below. All registrations must be finalized and received by St. Johns River State College by July 30, so the deadline to submit registrations to your school counselor for processing is **JULY 17**

Registration Instructions:

1. Look up courses on SJR State website and complete all required fields on registration form (see detailed instructions below). The registration form is a fillable PDF, which means you can complete it on your computer, save it and return it via email to your counselor. If you wish to print and complete paper/pen that is fine too, but you can complete it all electronically if you do not have printer access.
2. Email your completed form to your PMHS school counselor by **July 17**.
3. Continue to monitor your SJR State email address for correspondence from the college as well as looking out for and responding to any emails from your school counselor regarding your registration.

Registration Tips:

- Dual enrollment students may take a maximum of 16 college credit hours per semester
- If you are registering for a science class, you must also register for the lab section that goes with that class (same instructor)
- Check courses carefully to ensure you meet pre-requisites

Completing the Registration Form:

1. Class Location: Check "SJR State Site"
2. Year-Term: Fall 2020
3. High School Grad Year: Your graduation year from HS
4. Check "New Student" if this is your first time taking dual enrollment classes through SJR and "Returning Student" if you have previously taken DE classes through SJR.
5. Complete all identification information (Name, Date of Birth, Address, Email, SJR State Student ID, Phone Number, School: Pedro Menendez High School)
6. Student Signature and Date: Either type your name in for signature OR print and sign and scan back to us (for this summer they will accept typed names instead of signatures as not all students have printer access)
7. **PLEASE LEAVE GPA, COUNSELOR INITIALS, COUNSELOR SIGNATURE and PRINCIPAL SIGNATURE BLANK.**
8. You must complete the course information in the boxes for the sections you are signing up for. See below for instructions on looking up courses on the SJR State website! ***This information comes from the SJR schedule – you MUST complete the following fields or your form will be returned to you!***
 - a. CRN/Section #
 - b. Credit hours
 - c. DE Code (Leave Blank)
 - d. Course Prefix & Number
 - e. SJR course title
 - f. Times and Days
 - g. Total Hours: Add up credit hours (may not exceed 16 credit hours)
9. Once the form is completed, save and email it as an attachment to your school counselor prior to July 17:
 - Ms. Toffaletti: stephanie.toffaletti@stjohns.k12.fl.us
 - Ms. Crawshaw: megan.crawshaw@stjohns.k12.fl.us
 - Ms. Masiak: meredith.masiak@stjohns.k12.fl.us

How to Look Up Course Information on the SJR State Website:

1. Visit <http://www.sjrstate.edu/courses.html> and click



2. For **Term**, select “Fall 2020”

Select Term and Campus	
Select Term	Select Campus
Fall 2020	St Augustine

3. For **Campus** “St. Augustine” to search for in-person classes on the St. Augustine campus and “Internet Based” for online classes.

Select Term and Campus	
Select Term	Select Campus
Fall 2020	St Augustine

Choose a Schedule

Baccalaureate	All Locations
College Credit	Orange Park
College Preparatory	Palatka
Continuing Education	St Augustine
Criminal Justice Academy	Internet Based
Education Preparation Institute	Other
	Not Defined

4. For “Choose a Schedule” select “College Credit”

Choose a Schedule

Baccalaureate
<u>College Credit</u>
College Preparatory
Continuing Education
Criminal Justice Academy
Education Preparation Institute
Florida School of the Arts
Health Care Limited Access

5. Scroll down to review the list of courses being offered this semester:

Click on Name to Select A Course ↑≡
ACG 2021C -- Prin of Financial Accounting
AMH 2010 -- United States History to 1877
AMH 2020 -- U.S. History since 1877
AML 2020 -- American Literature II
ASL 1140 -- American Sign Language I
ASL 1150 -- American Sign Language II
BSC 1005L -- Lab for Intro to Biology
BSC 2010 -- General Biology I
BSC 2010L -- Lab for General Biology I
BSC 2085 -- Human Anatomy & Physiology I
BSC 2085L -- Lab for Human Anatmy & Phys I
BSC 2086 -- Human Anatomy & Physiology II

6. When you find the name of a course you think you are interested in, click on the name of the course to view the information, pre-requisites and section information. ***Please check CAREFULLY for pre-requisites for the course (example below)***

HUM 2020 -- Intro to Humanities

(3 Credits -- 3 Hours) **Pre-Requisite: ENC 1101 with a grade of "C" or higher.** A basic introduction to humanities, the course focuses upon central concepts, historical development, and the fundamental nature of the visual arts, literature, music, dance, theater, philosophy, and religion. Major emphasis is upon understanding and appreciation of cultural heritage. HUM 2020 is a Gordon Rule writing courses as designed by SBE Rule 6A-10.030.

7. Scroll down below the description to view the available sections. Take note of the following columns:

CRN: Section Number

Hours: Number of College Credits

Open Seats: Space available in the course. If a section has "Closed" under Open Seats there are 0 open seats and you may not register for this section. ****Since dual enrollment students complete paper-based registration forms, it is recommended that you not try to sign up for a section of a course with fewer than 5 seats available as it is likely those seats will fill up by the time the DE office enters your registration.****

Start: Time the course starts (on campus)

End: Time the course ends (on campus)

Days: Days of the week the course meets (on campus)

CRN	Part of Term	Honors	Hours	Open Seats	Start Date	End Date	Start	End	Days	Campus	Room	Instructor	Delivery	**	Last Day To Withdrawal	General Elective
30522	03	-	3	1	29-JUN-20	11-AUG-20	-	-	-	Internet Based	-	Furr, Cristy L.	Online	Online	31-JUL-20	Y
30523	02	-	3	1	13-MAY-20	26-JUN-20	-	-	-	Internet Based	-	Savage, Joseph M.	Online	Online	11-JUN-20	Y
30574	02	-	3	1	13-MAY-20	26-JUN-20	-	-	-	Internet Based	-	Dourmaux, Jennifer L.	Online	Online	11-JUN-20	Y
30577	03	-	3	Closed	29-JUN-20	11-AUG-20	-	-	-	Internet Based	-	Dourmaux, Jennifer L.	Online	Online	31-JUL-20	Y
30579	03	-	3	Closed	29-JUN-20	11-AUG-20	-	-	-	Internet Based	-	Whitmarsh, Jason S.	Online	Online	31-JUL-20	Y
30079	03	-	3	Closed	29-JUN-20	11-AUG-20	-	-	-	Internet Based	-	Uebelz, Krista M.	Online	Online	31-JUL-20	Y