



Dual Enrollment Student Responsibilities

1. Dual Enrollment Application needs to be completed (with a pen) in a legible and accurate manner.
 - Please make sure the following information is provided:
 - Full legal name as presented on birth certificate
 - Correct Social Security Number
 - Correct birthdate (please check your birth year)
 - If using PERT, ACT, or SAT test scores, please provide a copy of your official test scores when turning in your dual enrollment application to your high school's dual enrollment contact.
 - If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.
2. Students will need to be able to login to mySJState, in order to view their schedules, grades, etc.
3. Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)
4. Students will need to keep track of all deadlines (ie, add/drop deadline, withdrawal deadline, etc.)
5. Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations.
6. Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, etc.
7. Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)
8. Students are responsible for ordering/paying for their college transcript once they have graduated high school.
9. Students need to declare their intention of graduating with their AA/HS diploma to the Dual Enrollment Office before registering for fall dual enrollment courses for their senior year.
10. At 30 credit hours, students will need to declare their intended major and intended transfer college or university.

For questions regarding any of the items listed above, please contact the SJR State's Dual Enrollment Office at (386) 312-4136 or dualenrollment@sjrstate.edu. The SJR State Dual Enrollment Office is located on the Palatka Campus, at 5001 St. Johns Avenue, Palatka, FL 32177.