

## STEPS ON HOW TO OBTAIN MATERIALS FOR DUAL ENROLLMENT STUDENTS ATTENDING COLLEGES AT SJRSC

**Student** must be enrolled in a St. Johns County School District (SJCS D) School **and** a Dual Enrollment (DE) course at St. Johns River State College (SJRSC).

**Student must bring a printed (paper) copy of their college schedule** to the Media Services Department located in the Fullerwood Center at 10 Hildreth Drive. **A valid, photo ID** is also required for checkout (license, student ID, etc.)

**Students are required to sign a Dual Enrollment Textbook Checkout Agreement.** This agreement must be signed by ALL students taking dual enrollment courses. The agreement acknowledges that all materials are the property of the SJCS D and must be returned to the Media Services department on or before the date they are due. It also explains expectations for the care of resources, including restrictions on highlighting, writing in, or modification of the materials. Possible fees/fines related to improper care or use of the materials are also outlined in the agreement.

**College course resources are checked out** to students (on loan) and must be returned to the Fullerwood Center on or before the due date printed on the Checkout Agreement. Failure to return ALL resources will result in the student being assessed a fine up to the original cost of the text/material. Students must return all resources and satisfy all fines (if applicable) before receiving additional textbooks.

**Not all resources are available** in the Media Services office. When a resource is not available, students may be asked to return to the department later, when resources are available, **OR** the student will be issued a voucher for the materials. If a voucher is issued, it must be submitted to the staff at the SJRSC bookstore as soon as possible. Vouchers allow students to obtain the needed materials, free of charge, from the bookstore. However, all materials, including those obtained by voucher, **must be returned to the Media Services office** at 10 Hildreth Drive, on or before the due date printed on the Checkout Agreement. Lost vouchers can not be replaced.

*\*Courses requiring access codes (online access codes) require the same steps above. Please remind students that the temporary access available at the beginning of the course will expire and failure to obtain an access code from the Media Services Department will delay or prevent the submission of assignments or completion of assessments.*

### **REQUIRED DOCUMENTS**

1. Valid photo ID\*
2. Printed Student Schedule
3. Signed SJCS D Textbook Checkout Agreement

\*Parents/guardians may check out materials for students. However, the parent must present a valid, photo ID **and** be listed in the student's PowerSchool (eSchool) account. Parents must have a printed copy of the student schedule, also.