

HOW TO OBTAIN MATERIALS FOR DUAL ENROLLMENT AT SJRSC

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

Online Request Required:

Student must submit an online textbook request at <https://www.stjohns.k12.fl.us/media/dual-enrollment/>. **It may take up to 10 days to process the request.** Please complete your request as soon as the portal opens.

Official Schedule:

An **official** college schedule with student's full name, student's college ID number (this is NOT the "s-number" from your high school), and all course information **visible** (CRN-Course-Title-Campus-Instructor, etc.) is required to request textbooks. Failure to provide the required schedule and correct information will delay the process and you may be required to resubmit the request.

Student Course Schedule

May 12, 2022 10:55 am

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

Name: **X00123456 Jane Y. Doe**

Classification: Freshman

Address: St Augustine, Florida
FL-Saint Johns
United States of America

Level: Credit

College: St. Johns River State College

Major: Associate in Arts
St. Johns River State College

Course Information

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
10285	CGS 1060 X2	Intro to Computer Concepts	Open Campus	3.000	CR	Jun 22, 2022	Aug 09, 2022		TBA	TBA	Etienne
30279	COP 1000 X1	Intro to Computer Programming	Open Campus	3.000	CR	May 11, 2022	Jun 24, 2022		TBA	TBA	Robert
Total Credits:				6.000							

Vouchers:

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. Lost vouchers cannot be replaced.

Access Codes:

Courses requiring access codes (online access codes) require the same steps above. **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.**

Resource Returns:

All materials, including those obtained by voucher, 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 **of \$5 per resource, per day**, up to the original cost of the text/material. **Students must return all resources and satisfy all fines (if applicable) before receiving additional textbooks.*

Required for resource pickup:

Valid photo ID (state ID, license, or student's school ID)

*Parents/guardians may check out materials for students. However, they must present a valid, photo ID **and** be listed in the student's PowerSchool (eSchool) account.