

HOW TO OBTAIN MATERIALS FOR DUAL ENROLLMENT AT UNF-FSCJ-UF

Student must be enrolled in a St. Johns County School District (SJCS D) School and a Dual Enrollment (DE) course taken at the approved college.

Student must have an approved waiver from the Director of Instructional Services, Secondary Education. The waiver should have all required signatures and indicate the student has been approved to take courses at a college other than SJRSC. The **director** must notify IRMS of the approved waiver prior to the Media Services Department fulfilling the request.

Online Request Required:

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

Official Schedule and Quote:

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 process your DE materials request. Failure to provide the required schedule and correct information will delay the process and you may be required to resubmit the request.

Purchase Order:

The student will be contacted within ten (10) business days and issued a purchase order number for their college bookstore account. They may then pick up their materials, **at the college**, by visiting the college bookstore and using the assigned purchase order number.

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 Media Services (IRMS) office** 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.

SJCS D Instructional Resources and Media Services

3015 Lewis Speedway, Unit 7*

St. Augustine, FL 32084

**Please look for the dual enrollment signs on the door. Our building may change to Unit 2 during DE distribution and collection.*