

Fall 2018-10 Reminders Putnam County Dual Enrollment Students

- LOGIN and learn:** If you have not already logged into “MySJState”, go to <http://sjrstate.edu> and click on “MySJState”. Select “FIRST TIME USER ACCEPTANCE POLICY”. Enter the information required and click on “Login”. As soon as you see the next screen, STOP – your official **Login ID** will be on this screen – keep that information and set your **Password** by following the instructions on the screen. You will use this **Login ID** and **Password** each time you sign into your “MySJState” account where you can access your “Email”, your “Schedule”, your “Parking Decal”, “Blackboard” for online classes, “Degree Works”, “Course Availability”, “College Catalog and Handbook”, and simply to learn how to manage a college career.
- Need help with “MySJState”?** Call IT help line 386-312-4142 or Dual Enrollment at 1-386-312-4136 or email DualEnrollment@sjrstate.edu.
- Your (public school students) **Putnam County DE contact, Mrs. Renee Hough (386-329-0536) must approve** and sign/initial all applications, registrations and/or changes before submission to the Dual Enrollment Department. Home School and Private School students are required to obtain the approval of their school counselor.
- READ** your SJR State schedule and make sure you **understand** it and it is to your satisfaction **PRIOR** to the beginning of each semester.
- Fall classes start** on either **Monday, August 21, OR Monday, October 16**, for **three** sessions of **different lengths**. **Fall sessions will end** on either **October 11 OR December 8**, depending on what course you take.
- If you need to **DROP** a class, do it on **August 25, August 23, or October 18**, the date for your **specific class**.

Term	Start Date	End Date	Add/Drop (schedule change)	Withdrawal with a “W”	Total Weeks
Fall Term	8/21/17	12/8/17	8/25/17	11/6/17	14
Fall A	8/21/17	10/11/17	8/23/17	9/25/17	7
Fall B	10/16/17	12/8/17	10/18/17	11/22/17	7

- If you drop a class **after its specific add/drop date above, in bold, you will receive a “W”** which may make you ineligible for dual enrollment during all future semesters. You will be able to continue in the rest of your dual enrollment courses until the current semester is over. **Be sure to know your specific date to drop or withdraw.**
- KNOW YOUR SCHEDULE** – if you do not attend class, the instructor can give you an “F” or a “withdrawal”. **IT’S YOUR RESPONSIBILITY.**
- Dual Enrollment students MUST** have an **SJR State parking permit**. Log into your “MySJState” account, **select “Request Parking Decal”** on Student tab, complete permit, print, sign, and **submit to Security** to obtain a decal.
- FOR ALL SCHEDULES:** The College does not identify students with disabilities, therefore, it is necessary to self-identify. Contact the disability coordinator at your SJR State campus to schedule an appointment. The disability coordinator will talk to you about your personal experience with the disability, past use of accommodations and strategies and technologies used. On our Palatka Campus call (386) 312-4035.
- Public School students – Textbooks:** To pick up your books for the **Fall** terms, this will be the only textbook pick up for Fall Terms, go to the following area at your high school during the dates and times provided:

CCHS Guidance Office	Aug. 15, 2017	9:00 am – 1:00 pm
IHS Media Center	Aug. 17-18, 2017	9:00 am – 3:00 pm
PHS Administration	Aug. 14-15, 2017	9:00 am – 3:00 pm

If you are given a book voucher from your high school, then you must take your schedule and book voucher to the SJR State Bookstore to get your books. (<http://www.sjrstate.edu/bookstore.html>)

Private, Home School, and Florida Virtual students – Item 10 does not apply to you. You must purchase your books at the SJR State Bookstore.