

Dual Credit Introduction

Welcome to San Juan College! This orientation will give you general information and guidelines for dual credit courses. SJC's dual credit program provides an opportunity for high school students, whose Local Educational Agency (LEA) has an agreement with San Juan College, to have an early glimpse of college life and to accrue college credits while still in high school. Dual Credit courses are taught either at the LEA high school, San Juan College, or online. High School elective credit is earned simultaneously with college credit when each course is completed satisfactorily. Students receive 1 full high school elective credit for every 3 to 4 credit hour SJC course. Students must meet with their LEA counselor and parent/legal guardian about enrolling in dual credit courses before enrolling in dual credit courses.

Dual Credit Program Requirements

To be eligible for dual credit, a high school student must:

- Be a current high school junior or senior from one of the designated LEA school districts that has a dual credit agreement with SJC
- Attend high school half-time or more
- Complete the Dual Credit Request Form with your LEA counselor
- Complete SJC's Accuplacer assessment to test for college level course placement prior to registering for courses, **if applicable** (You do not need to take the Accuplacer if the class you are taking does not require it. Ask your LEA Counselor if you are not sure whether or not you need to take the Accuplacer)

Dual credit students:

- Can take up to 18 credit hours per semester
- Cannot take remedial or developmental courses
- Will receive elective high school credit and SJC college credit when a course is completed with a passing grade
- Cannot audit SJC courses
- Will receive a grade that will appear on both their LEA and college transcript, which are both permanent records.

Accuplacer Requirements

To complete the Accuplacer, students must bring each of the following items to the San Juan College Advising & Counseling Center:

- A completed dual credit request form. Dual Credit Request forms can be obtained from your high school counselor or at the San Juan College Dual Credit website <http://www.sanjuancollege.edu/dcc> . There are portions that must be completed by your counselor, by you, and by your parents.

The Complete Dual Credit Request Form is the student’s “ticket” to take the Accuplacer. Students must present the Dual Credit Request Form filled out completely in black or blue ink, in order to test, picture ID *The Accuplacer fee policy applies (see table below).

First Test	First Challenge Test	Second and subsequent Challenge Tests
Free	Free	\$15.00 each

*There is a 2 week waiting period between tests. Retaking within any 2 week waiting period will incur a \$15.00 charge.

Accuplacer GENERAL INFORMATION

- Assessments are given on a walk-in basis and no appointment is necessary
- Testing hours are M-F, 8-2:30 (summer hours); M-F, 8-3 (spring and fall semesters)
- Students are strongly encouraged to take the practice test www.sanjuancollege.edu/accuplacer before coming to take the actual test
- It takes an average of 1.5 hours to complete the entire assessment
- Your scores are printed immediately after the assessment and an advisor will go over the scores with you on a first come first served basis
- The assessment is 100% computerized with multiple choice answers
- You are not allowed to use a calculator
- You must know your social security number in order to take the test
- Once students complete the Accuplacer, an Advising & Counseling Center (ACC) advisor will discuss the results. Students will be advised as to whether or not they placed into the class they wish to register for. If you do not place into the class you wish to take; you will be sent back to your high school counselor to discuss your options.

Deadline to complete the Accuplacer:

Students are strongly encouraged to complete the Accuplacer by the dates below:

Summer and Fall semesters: April 15

Spring semester: November 15

Accuplacer information may be found at the following website:

<http://www.sanjuacollege.edu/pages/accuplacer>

DUAL CREDIT CHECKLIST

STEPS FOR STUDENTS TO ENROLL IN SJC'S DUAL CREDIT PROGRAM

Dual Credit is a program in which qualified and approved high school students can take college-level SJC courses. You must be of junior or senior status and enrolled half time or more at your Local Educational Agency (LEA). A minimum 3.0 GPA for math, science and English courses, all other courses a minimum 2.0 GPA

1. Go to www.sanjuacollege.edu/dcc and complete the SJC Admission application.

Online application submission \$5

Paper application submission \$10

Please allow 2-5 business days for the application to be processed. During peak registration times the process may take longer. Note: If you have previously participated in Dual Credit you DO NOT have to submit another application.

To complete the Admissions application:

- ❖ Go to www.sanjuacollege.edu/dcc
- ❖ Click on "APPLY" located in the left column
- ❖ Follow directions outlined

2. Meet with your Local Education Agency (LEA) Counselor and Obtain All Required Forms/Signatures

Current and Approved Dual Credit Course List

- ❖ Current SJC Schedule of College Courses (Fall, Spring, Summer)
- ❖ Current SJC Academic Catalog for course information and prerequisites
- ❖ Complete Dual Credit Course Request Form (Blue or Black Ink)

Note: If you do not meet the GPA requirements you must complete a Petition to Waive the Dual Credit Eligibility Requirement form. This form must be submitted to the Dual Credit Coordinator with the completed Dual Credit Request form.

3. Obtain Your Student ID from Admissions and Records Office

- ❖ Go the Admissions office and request a Student ID
- ❖ Please be sure to tell them you are a Dual Credit Student

4. Complete Accuplacer Placement Test

Based on the courses you wish to register in, the Accuplacer may be required. Please refer to the Current SJC Academic Catalog for Accuplacer requirements and co-requisites and pre-requisites. The free placement test is administered through the SJC Advising and Counseling Office. You MUST bring with you a completed Dual Credit request form and picture ID in order to take the Accuplacer. For more information, please call (505) 566-3526. Or go to www.sanjuancollege.edu/dcc and click on the “Information for Students” link.

5. Register for Dual Credit Courses

You will register for your courses at the SJC Admissions and Records Office. You can register for online, school based and/or on SJC campus courses. List of approved courses can be found on the SJC Approved Dual Credit Course List. You will need the following to complete your registration:

- ❖ Dual Credit Request Form filled out completely in blue or black ink with all required signatures
- ❖ For course related fees please refer to the current SJC schedule of courses. Check with your LEA counselor to obtain the Course Fee Voucher if applicable.

6. Obtaining Textbooks

Please check with your LEA counselor to obtain your textbook(s). If you register for courses after the distribution of textbooks to your school, you must to obtain your textbook(s) directly from the SJC bookstore.

You will need the present the following to the SJC bookstore:

- ❖ SJC ID
- ❖ Copy of Dual Credit Course Request Form
- ❖ There is no charge to you for the textbook

7. Get Ready and Go To Class

Now you are ready for your first day attending San Juan College as a Dual Credit student. Please review your course schedule. It is best that you go early and find the classrooms prior to the first day of class. Remember you are now a college student and the instructors will expect the best from you. Attend class on a regular basis and be ready to learn. Thank you for being a Dual Credit student and a part of San Juan College.

Additional Information

Grades – The grade you receive for the course will appear on both your LEA and college transcript, which are both permanent records. Students can check their grades via the San Juan College MySJC Portal. Go to the SJC homepage www.sanjuancollege.edu and in the top right hand corner click on MySJC. From there you can login with your username and password:

Username: first initial, middle initial, last name then last two digits of your Social Security Number.

Password: sjcp then the last four digits of your social security number. For example if your name was John M. Smith and your social security number was 123-45-6789 your Username would be: jmsmith89 and your Password would be: sjcp6789.

Dual Credit Rigor – For each hour you spend in a course, plan to spend at least two hours of study time outside of the course per week. Lab courses will require more classroom time than regular lecture courses. It is important to remember that college courses are different in that you learn more material in a shorter period of time. SJC offers over 70 degrees/certificates in applied sciences, associate of arts, and associate of sciences. Our academic schools include: School of Humanities, School of Science/Math, School of Allied Health, School of Energy, School of Continuing Education, and School of Extended Learning.

Student Email - As a SJC student, you automatically have an email account. SJC communicates all important information through the student email account. It is your responsibility to check your email for important dates, deadlines, policies, and alerts. For information on setting up your email account, follow this link: <http://www.sanjuancollege.edu/pages/4797.asp>

Student ID cards – A photo ID is required for all transactions you do with the Admissions and Records office and many other areas of campus. You may obtain your SJC student ID card in the Admissions office. Student ID cards can be used in the library and for computer printing in the computer labs. Your first ID card is FREE. Replacements are \$5.00. You must have some sort of photo ID in order to get you SJC ID.

SJC Standards of Conduct for Students – All students at SJC are expected to conduct themselves as responsible citizens on the campus and in the community when involved in any college related activities. Misconduct and inappropriate behavior will subject the student to disciplinary action. Students are responsible for reviewing and following these policies. Policies can be found in the current semester's schedule and student handbook.

Textbooks and Supplies – Everyone involved in the dual credit program bears some financial responsibility to participate. SJC has agreed to waive tuition and general fees. Your High School will provide the textbooks.. Students and their families are responsible for course fees (some LEA's have agreed to pay these fees. Please see your LEA counselor for details) and transportation to and from the College. It is the student's responsibility to know the deadline to pay for your course fees (if applicable).

If students do not pay for the fees by the appropriate deadline, they will be dropped from their course(s). Please refer to the current Schedule of Classes for payment options and deadlines.

Changing your Course Schedule – Any changes that you want to make to your schedule either adding a course, changing a section etc. requires a completely new Dual Credit Request Form. All signatures and course information must be filled out again on a new Dual Credit Request Form. No changes can be made to the Dual Credit Request Form once it has been signed. If the student comes to register and the course is full and they need to change the section (day and time of course) or if the student needs to completely change the course they are wanting to register for; they must go back to their LEA counselor and discuss the change with them.

This is in order to make sure the students LEA schedule and SJC schedule to not conflict and that everyone (student, parent and LEA counselor) are aware of the changes being made.

Dropping a Course or Completely Withdrawing – If the student wishes to either drop one course (if they are taking more than one) or completely withdraw (dropping all courses or if only taking one course, dropping that one course) the student needs to come to the Admissions and Records office. The student will fill out either an Add/Drop form (if dropping just one course) or a Complete Withdraw form (if dropping all course(s)) and turn it into the Admissions and Records office. This does not require a parent signature or counselor signature. It is the student's responsibility to tell their LEA counselor and parent if they drop or completely withdraw from their SJC course(s). Note: please discuss with your LEA counselor if you drop or withdraw from your SJC courses, you may need to make up that LEA credit.

Online Courses – If you are taking an online dual credit course, you will need to know your SJC username and password. Your SJC username and password, log onto www.sanjuancollege.edu and click “MySJC.” Sign in with your username and password. Your initial username is your first initial, middle initial, last name (up to 12 letters), and last two digits of your social security number. Your initial password is “sjcp” and then the last four digits of your social security number (with no spaces). For example, if your name is John A. Smith and your social security number is 123-45-6789, your username would be “jasmith89” and your password would be “sjcp6789.” After completing this you will need to reset your password by going to www.sanjuancollege.edu/reset. Note: you will not be able to use your username and password until your application has been processed.

In addition to online courses, many of the face to face courses require students to log on to “ANGEL” for course assignments. You will need to know your username and password before you are able to log on to ANGEL.

[Web Privacy Statement](#)

[Web Accessibility Guidelines](#)

NOTE: The preceding information is basic information for admission as a dual credit student for SJC's -high school aged students. For more information, please contact your LEAcounselor.

