



## 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](http://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](http://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.sanjuacollege.edu/dcc](http://www.sanjuacollege.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.