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 for college credit and high school elective/core credits. Eligible students must be a high school junior or senior, home, private, charter or Bureau of Indian Education (BIE) student.

1. Go to www.sanjuancollege.edu/apply and complete the SJC Admission Application
   ➢ Online application submission – No Cost
   ➢ Paper application submission - $10

   Please allow 2-5 business days for the application to be processed. You will receive a welcome letter via e-mail and postal delivery. An assigned SJC ID# will appear. Please write the number down for future reference:____________________

   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 SJC application. A Student Information Update form may be required if the student completed an application, but did not attend the term indicated on the application form or needs to update contact information.

2. Complete the Accuplacer Placement Test
   ➢ Based on the courses you wish to register for, the Accuplacer may be required. Please refer to the current SJC Academic Catalog for course requirements Accuplacer, co-requisites and pre-requisites. The free placement test is administered through the SJC Advising and Counseling Office. There is a $15.00 fee for taking the Accuplacer after two attempts.
   ➢ Complete preregistration and schedule testing appointment go to www.sanjuancollege.edu/test
     o In the blue box click Accuplacer
     o Request must be made 24 hours prior to the test date and time
   ➢ Sample questions go to www.sanjuancollege.edu/accuplacer
   ➢ For more information please call SJC Testing Center (505) 566-3139

3. Meet with your High School Counselor and Obtain All Required Forms/Signatures
   ➢ Complete Dual Credit Enrollment Approval Form (Must be submitted to Enrollment Services in order to register for courses. This is a one time form.)
   ➢ Forms require parent/guardian and counselor signatures
   ➢ Course selection--Resources to assist in determining course(s) selection. Resources located at: www.sanjuancollege.edu/dcc
     o Current and Approved Dual Credit Course List
     o Current SJC Schedule of College Courses (Fall, Spring, Summer) or Access Web Advisor via SJC home page under Quick Links drop down menu
     o Current SJC Academic Catalog for course information and prerequisites

4. Complete Smarter Measure Assessment/New Student Orientation

   Smarter Measure Assessment:
   Smarter Measure is a Learning Readiness Indicator assessment meant to be an interesting experience by which you may learn more about yourself. It will take 35 minutes to complete. You only need to complete areas 1-5. Go to http://sjc.smartermeasure.com to complete this.
   Username: NSO
   Password: NSO
New Student Orientation: Attending orientation is required for all Dual Credit students. Times and dates for NSO offerings are available through the Student Achievement Center. To get registered for a session either face-to-face or online please call (505) 566-3378 or email orientation@sanjuancollege.edu

- Ask for your user name and password to access SJC Portal for online NSO
- Your user name will be your first initial, middle initial (if entered on application), last name and last two digits of SS#
- Write your user name here: ______________________
- Your password will be sjcp and the last four digits of your Student ID Number. Write your password here: ______________________
- Go to the SJC Portal at www.sanjuancollege.edu/MySJC
- Log in using your user name and password.
- Click on Canvas and complete the New Student Orientation.
- You will receive an email in your SJC email account after your orientation has been processed. Write the date you received the email here: __________

5. Obtain Your Student ID
- Go to Enrollment Services and request a SJC Dual Credit Student ID
- Must present a valid picture ID before obtaining SJC ID
- Please be sure to tell them you are a Dual Credit Student, your current high school and graduation year

6. Register for Dual Credit Courses
- Register for your courses online as detailed in the New Student Orientation
- Register in person at Enrollment Services Office located in the Clock Tower Building.
  - Submit the completed and signed Dual Credit Enrollment Approval form to Enrollment Services, as well as your Add/Drop form.
- Obtain a copy of your SJC Class Schedule by going to your SJC Portal.

7. Get your Textbooks
- Present the following information to the SJC bookstore:
  - SJC ID with name of your high school and graduation year
  - Copy of current class schedule
  - There is no charge for textbooks (Public School Students)
- For more information, please visit their web site: www.sanjuancollege.edu/bookstore or call the San Juan College Bookstore at (505) 566-3260
- Obtaining textbooks at the SJC library:
  - Distribution begins a week before classes begin
  - If the library does not have the book(s) you need, you will obtain books from the SJC bookstore

8. Give a copy of your SJC Schedule to Guidance Counselor
Confirm the college schedule does not conflict with high school schedule.

Congratulations! Now you are ready to attend San Juan College as a Dual Credit student. Please review your course schedule. It is best that you go early and find your 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.

Disability Accommodations
Students with an identified disability must contact the SJC Disability Services Coordinator and provide an Individualized Educational Program (IEP) report from the high school. The coordinator’s office is located in the Advising and Counseling Center or call (505) 566-3271.