

# STEPS to ENROLLMENT

**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, public, charter or Bureau of Indian Education (BIE) student.

## 1 Get Admitted

- **Apply** – apply for free at [www.sanjuancollege.edu/apply](http://www.sanjuancollege.edu/apply)

## 2 Get Prepared

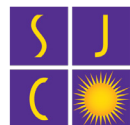
- **Dual Credit Orientation** (*see back*)
- **Accuplacer** (*see back*)
- **ID Card** – DC Student ID cards can be obtained from Enrollment Services
- **Dual Credit Enrollment Approval Form** – A one-time form that must be submitted to Enrollment Services before students can register for courses

## 3 Get Registered

- **Be advised** – Receive Accuplacer results and discuss course options at Enrollment Services and then back at your high school counselor's office (*if necessary*)
- **Register** – Register for courses via the Student Portal or WebAdvisor or at the Enrollment Services counter
- **Textbooks** – *See your high school counselor for details. (see back)*

## 4 Get Assistance

- **Disability Services** – Visit [www.sanjuancollege.edu/disabilityservices](http://www.sanjuancollege.edu/disabilityservices) to learn about services available to you or call (505)566-3643 to make an appointment.
- **Student Success Center** – Visit the center in Room 1611 for help with classes.
- **Native American Center** – Visit the center in Rm 1610 or [www.sanjuancollege.edu/nac](http://www.sanjuancollege.edu/nac) to learn about services offered.
- **Herencia Latina Center** – Visit the center in Rm 1616 or [www.sanjuancollege.edu/hlc](http://www.sanjuancollege.edu/hlc) to learn about services offered.
- **Help Desk** – Call the Help Desk at (505) 566-3266 with any log in or Canvas issues.



**SAN JUAN COLLEGE**  
Success Matters

[sanjuancollege.edu/dualcredit](http://sanjuancollege.edu/dualcredit)  
505-566-3216

*San Juan College does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, genetics or veterans' status, or on the basis of any other category protected under federal or state law, in regard to admissions, employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policy of San Juan College: Director of Human Resources and Title IX Coordinator, 505-566-3215.*

# Tips & Helpful Info

## Dual Credit Orientation

The Dual Credit Orientation is mandatory prior to registering for courses.

To complete it please follow the six steps below:

1. Go to <https://canvas.sanjuancollege.edu/enroll/7APWTD>
2. Use your SJC username and password to log in
3. Click on "Go To The Course"
4. Complete each section – watch the videos or read the PowerPoints and complete the quiz
5. Check your San Juan College email for notification on when you have been given online registration permission
6. Wait 1-2 business days to be given access to register online

## Accuplacer

- The Accuplacer tests you in English, Reading, and Math to determine the class level you need to begin with.
- Schedule a time to take it at [www.sanjuancollege.edu/accuplacer](http://www.sanjuancollege.edu/accuplacer). The Testing Center can be found in Rm 7120D in the Information Technology Center.
- You may be able to test at your high school. Check with your counselor for availability.
- Students with disabilities should contact Disability Services Office at (505)566-3643 to determine eligibility for Accuplacer testing accommodations.

## Textbooks

- Certain school districts only provide a certain amount of books for Dual Credit – please see your high school counselor for clarification.
- Home school students must purchase their own textbooks.
- Dual Credit ID and course schedule is required to obtain textbooks at SJC.

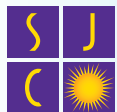
## Disability Accommodations

The student must self-disclose their need for accommodations. The student needs to schedule an appointment with the Disability Services Coordinator to discuss accommodation requests. Once eligibility has been established by the Coordinator, accommodations will be approved based on individual need.

To schedule a discussion about accommodation needs, please contact the office (505) 566-3271 or email [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu).

CONTACT  
INFO

Enrollment Services Office	505-566-3545
Steve Wamel, Dual Credit Coordinator	505-566-3216
Disability Services	505-566-3643
Bookstore	505-566-3260
IT Help Desk	505-566-3266



SAN JUAN COLLEGE  
Dual Credit Program



*The San Juan College Annual Security Report, available at [www.sanjuancollege.edu/publicsafety](http://www.sanjuancollege.edu/publicsafety), contains information on campus safety resources and campus crime statistics (hardcopy available upon request).*