

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

1 Get Admitted

- **Apply** – apply for free at www.sanjuancollege.edu/apply

2 Get Prepared

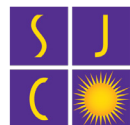
- **Dual Credit Orientation** (*see back*)
- **Accuplacer** (*see back*)
- **ID Card** – DC Student ID cards can be obtained from Enrollment Services
- **Dual Credit Enrollment Approval Form** – A one-time form that must be submitted to Enrollment Services before students can register for courses

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 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 to learn about services offered.
- **Herencia Latina Center** – Visit the center in Rm 1616 or 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
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. 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

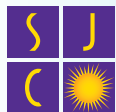
- Certain school districts only provide a certain amount of books for Dual Credit – please see your high school counselor for clarification.
- Home school students must purchase their own textbooks.
- Dual Credit ID and course schedule is required to obtain textbooks at SJC.

Disability Accommodations

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.

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, contains information on campus safety resources and campus crime statistics (hardcopy available upon request).