

**STUDENT COLLEGE CAMPUS REGISTRATION FORM**

Name: \_\_\_\_\_ FSCJ EMPL ID \_\_\_\_\_

Term:  Fall  Spring School: \_\_\_\_\_ High School Graduation Date \_\_\_\_\_

FSCJ Email Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Possible Intended College Major: \_\_\_\_\_ Intended Transfer Institution: \_\_\_\_\_

**General Information**

1. Students must submit a correctly completed application to the FSCJ Dual Enrollment office with any required documentation.
  - a. Home School Dual Enrollment Articulation Agreement— all students, annually
  - b. Textbook Agreement—all students, each term
  - c. Test scores—for first time applicants or if a retake was needed to qualify for additional classes
  - d. Transcript—for first time applicants
  - e. Verification of home school registration—for first time applicants
  - f. FERPA form—for first time applicants
2. Once enrolled in a course/s, students should monitor their FSCJ accounts daily.
3. During the term, students should address any concerns immediately. Seek assistance first with your professors, then with your FSCJ Dual Enrollment Coordinator.
4. Students with an IEP/504 must self report to the College and provide appropriate documentation to FSCJ’s Office of Student Support Services to request accommodations prior to the start of the term.
5. Parents are never to contact professors—if they wish information, they must contact the Dual Enrollment Office.

**Scheduling Guidelines**

1. Students must meet all prerequisite requirements for dual enrollment courses prior to registration. (This includes any AP and CLEP scores or transcripts for college credit classes taken at other institutions.)
2. Traditional students are limited to 3 courses (maximum of 11 credit hours) per term and Early Admission Students are limited to 4 courses (maximum of 14 credit hours) per term.
3. SLS1103 must be taken in the first term of dual enrollment participation.
4. Courses are restricted to those associated with the Associate in Arts degree, but which will include career courses which serve as A.A. electives.
5. Students must complete the 15 credit hours of State Core General Education by the time they earn a total of 24 credit hours.
6. Students must complete all 36 hours of General Education by the time they earn a total of 50 credit hours.
7. Students are encouraged to take full term (15 week) or 12 week classes with an emphasis on face-to-face or hybrid modality.
8. Once a schedule has been entered for the term, there are no changes unless a class is canceled.

4 digit Class #	Course ID (ENC1101)	Course Title (English Comp I)	Session (1-15 wk, A12, B12, etc)	Days/Times (for face-to-face or Live Online)	Campus (South)	Method of Instruction
<b>Students are encouraged to list alternate courses in the event that a section is filled.</b>						

**Student Agreement**

1. I have checked this application for errors and certify that the information is accurate and complete.
2. I have planned my courses to be in compliance with the Dual Enrollment State Core and General Education policies.
3. I understand that once a schedule is entered for a term, there will be no changes made unless a class is canceled.
4. I understand that neither I nor my parent can perform any registration activity—no add, drop, or change in schedule.
5. I understand that I am to monitor my FSCJ email account daily.
6. I agree to read, understand, and abide by the guidelines of the FSCJ dual enrollment program. Guidelines are updated annually and are available for review. Failure to follow program guidelines may cause me to exit the program.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Email \_\_\_\_\_