# Step by Step Instructions for a Dual Enrollment Application

- 1. Go to https://www.fscj.edu
- 2. Look at the right side of the page and click on the green Apply Button:



3. Click Create an Application Account

4. Click Dual Enrollment Student

 Fill in the form completely –create a password you will remember and then fill in your name, date of birth and the semester in which you will start taking dual enrollment classes (Typically only Spring or Fall) Then click Create Account



6. The application page will Open and you should click Start Application

> You can track your progress and see the application sections on the left side of the screen.

Please note that on the bottom right of all application pages, you can open a live chat with FSCJ staff for assistance during business hours (8 am-6 pm Monday – Thursday and 9 am to 3 pm on Friday)

7. Complete Biographical & Contact Information for the Student.

Then click Go To Next Step



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2 Demographic Information										
(3) High School information	Middle Name									
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5 Safety Questions	Test									
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 Complete the Demographic Information including your Social Security Number -it is important to include the SS# because it can create issues with your future financial aid status

and then

**Click Go To Next Step** 



 The next section is titled High School Information— Middle School students can still Select their middle school.

Complete and Click Go To Next Step

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FSCJ Florida State College at Jacksonville

High School informatic

Preview Application

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APPLICATION PROGRESS(40%)

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High School

High School information

A Philip Randolph Career Academies

Arlington Middle School

Atlantic Coast High School Baldwin High School

Florida State College at Jacksonville

Privacy Policy | Help

Andrew Jackson High School Of Advanced Technology

## 10. Click Add Parent/Guardian Information



GO TO NEXT STEP 😔

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11. Enter information for the Parent or Guardian who will be giving you permission to participate in the Dual Enrollment program. It is very Important that you enter your parent's e-mail address and that it is a different e-mail from the student's e-mail. Your parent or guardian will receive an e-mail asking them to read the dual enrollment contract and give their permission for you to participate in the program. After completing this section, click Save, then click Go To Next Step.



12. Review parent e-mail for Accuracy and click **Go to Next Step** 

 Answer the Safety Questions and then click **Parent Signature** on the left side of the screen. (It is under Safety Questions.)

14. Then click ADD REQUEST



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15. Click Parent/Guardian Signature

16. Please fill out the same parent information you included earlier in the application for your Parent or Guardian in this section.

Then click Send Request.

Click on **Submit Application** on the navigation menu on the left side of the screen



17. This screen confirms that you sent an e-mail to request permission from your parent or guardian that you can enroll in the FSCJ dual enrollment program.

Click on the bright green button in the left-side menu **Submit Application** 



18. Carefully read and review the Dual Enrollment Student Contract pop-up message, before scrolling to the bottom and agreeing to the terms. By clicking the Submit button, you are acknowledging that you read the entire certification statement and agree to follow the conditions. Checking the agree button and submitting your application serves as an electronic signature.

Check the I Agree box and then Click Submit Your Application

19. A confirmation page will pop-up and you can click, **Ok, Great**.





20. You've successfully submitted Your application for review.



## Information:

When you create your application account and before submitting your application, you will receive an e-mail notifying you that you've started the process. You can stop the application at any time and come back to it using the link in the e-mail. This is why it is important that you have a password you can remember.

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-	FSCJ Admissions «welcome@fscj.edu» to me +	7:10 PM (14 minutes ago)	÷ E	)
	FSC Florida State College at Jacksonville			
	Hi Dual enrollment, Complete the Application			
	We noticed that you started the Dual Enrollment Student application. If you h questions as you <b>complete the application</b> , please reach out to us. We're h	have any here to help!		
We'	re Received Your Application Inbox x		5 2	

When you submit your application, you will receive this e-mail.

	We've Received Your Application Inbox x		•	Ø
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	FSCJ Florida State College at Jacksonville			
	Hi Dual enrollment, Thank you for submitting your application to Florida State College at Jacksonville. Application Status			
	If we need additional information, we'll contact you. You can <b>check the status of your application</b> anytime. We appreciate your interest in Florida State College at Jacksonville, and look forward to reviewing your application.			

		We've Received Your Recommendation Index ×			ē	Ľ
When FSCJ receives the e-mail permission	+	FSCJ Admissions <welcome@fscj.edu> to me +</welcome@fscj.edu>	7:23 PM (3 minutes ago)	☆	*	:
from the student's parent/guardian, students will receive this e-mail.		Hi Dual enrollment, We've received your parent or guardian's	approval!			
		We have added it to your Dual Enrollment Student for you.				

## Parent Email

When you submit the Parent/Guardian Information and click on Send Request, your parent or guardian will receive an e-mail asking for their electronic signature.

They should click on Electronic Signature

Approval for Dual enrollment's attendance at Florida State College at Jacksonville FSCJ Admissions <welcome@fscj.edu> 7:19 PM (2 minutes ago)

nit+parent -

	Dear Dual Enrollment,
Dual enrol moliment electronic	iment is applying to Florida State College at Jacksonville as a dual student, we fual enrollment's parent or guardian, please provide your signature for approval.
If you are un Enrollment of	able to submit your signature electronically, please contact the FSCJ Dual flice at (904) 632-3261 for assistance.
Thank You,	
FSCJ Dual E	nrollment Office
In accordance w	th the Family Education Rights and Privacy Act (FERPA) of 1974, Dual enrollment has valved hers is reference or recommendation

## Hello Dual Enrollment.

#### Dear Parent,

Success in dual enrollment colloge classes is dependent upon academic readiness, social maturity, and motivation. Students who choose to enter dual enrollment classes are subject to the same rules and regulations as other college students. Classes may contain mature, adult students from diverse backgrounds and life experiences. Additionally, course content is college level and may contain material, situations, and examples that may offend immature students. Students choosing to take college classes do so with the understanding that course rigor and content is intended for a mature, college-level student. The high school student on the college campus experiences the same freedom and lack of direct supervision as any other college student; consequently, dual enrollment students are expected to conduct themselves as adults and follow both Duval County Public Schools' Code of Student Conduct and the College's Expectations for Student Conduct.

As a parent or guardian, your student needs your permission to continue the Dual Enrollment admis

# \* Parent First Name

### \* Parent Last Name

## Parent Statement of Understanding, Agreement, and Residency My child has my permission to enroll in the Dual Enrollment Program at Florida State College at Jacks:

- I have read and understood the following:
  - · My student must abide by the FSCJ Dual Enrollment Student Contract and Textbook Agreement



The student's parent or guardian should carefully read and review the Dual Enrollment Contract information and Parent Statement of Understanding Agreement, and Residency before giving permission by selecting Yes. By clicking Yes and the Submit button, the parent or guardian is acknowledging that they read the entire certification statement and agree to follow the conditions. Checking Yes and the submit button serves as an electronic signature.

Click the Yes Button

Click Submit

After the parent clicks Submit, a Thank You confirmation will pop up.

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## How to Check Your Application Status

To check your application, log Back into your application account Using the links in the e-mails you've Received or by clicking on the Apply Button on the FSCJ.edu website.

Click on your application.

Click on Parent Signature on the left side menu to see when your parent or guardian submits their approval.



