



## Dual Enrollment: Continuing Student Pre-Semester Checklist

Welcome back! Use this checklist to ensure you're ready to begin the semester as a continuing Dual Enrollment student at St. Johns River State College.

### Step 1: Log In and Stay Connected

- Log in to the student portal at [www.sjrstate.edu](http://www.sjrstate.edu).
- Check your class schedule and final grades.
- Use Degree Works to review your degree progress and plan future coursework.
- Check your Viking Mail regularly for updates from instructors and college departments.
- Check your St. Johns County Schools email for district-specific communication.
- Access Canvas through the portal to view course materials and submit assignments.
- Courses are published in Canvas on the first day of the semester.
- Log in to each course within 48 hours to avoid being dropped.

### Step 2: Verify Your Class Schedule

- Go to 'Concise Student Schedule' in the student portal.
- Confirm course names, CRNs, formats (online, hybrid, in-person), and start/end dates.
- Report errors to your dual enrollment advisor or high school contact:
- Michele Menadue – SJR State: [michelemenadue@sjrstate.edu](mailto:michelemenadue@sjrstate.edu) – Early College students
- Marta Clinger – SJR State: [martaclinger@sjrstate.edu](mailto:martaclinger@sjrstate.edu) - Traditional DE College students

### Step 3: Stay on Top of Dates and Deadlines

- Visit the Dual Enrollment calendar at [www.sjrstate.edu/dual-calendar](http://www.sjrstate.edu/dual-calendar).
- St. Johns County deadlines may be earlier than college deadlines to allow for school processing.
- Regularly check both email accounts for reminders and updates.

### Step 4: Orientation Reminder

- If you haven't already, complete the Canvas Orientation Module.
- Failure to complete orientation may result in being dropped from all courses.

### Step 5: Petition Process for D, F, or W Grades

- If you received a D, F, or W in any DE course, complete the Petition to Remain in the Program.
- Students are only allowed one approved petition while enrolled.
- A second D, F, or W results in removal from the Dual Enrollment program.
- Submit the petition as soon as possible to avoid registration delays.

- Access the form at [www.sjrstate.edu/dual-petitions-appeals](http://www.sjrstate.edu/dual-petitions-appeals).

### **Final Checklist**

- Logged into MySJState, Viking Mail, and Canvas.
- Verified your course schedule.
- Picked up all required textbooks.
- Completed Canvas Orientation (if not done previously).
- Reviewed important deadlines.
- Submitted petition (if needed).
- Meet with Academic Advising to confirm prerequisite coursework for university transfer.