

Detailed Instructions for Applying Online at Jeff State

- <http://www.jeffstateonline.com/>
- Apply/Enroll
- Dual Enrollment
- Purple online application link
- Apply for admission
- First time user account creation
- Create a login ID and pin
- Complete all fields on application and submit when complete

Make sure you have a signature page turned into the counselors' office.

Provide a copy of your driver's license to the counselors' office.



Memorandum

To: Prospective Pell City High School Dual Enrollment Student/Parent
From: Jefferson State Community College
Date: 6/9/2016
Re: Dual Enrollment Registration for Fall 2016-17

Dear Prospective High School Dual Enrollment Student/Parent:

The online application for dual enrollment admission for the Fall semester is now open! I am enclosing the necessary information you will need to help you apply and register for the Fall term. A representative from Jefferson State will be available during our high school registration dates to answer any additional questions that you may have.

Included you will find a checklist. The checklist should be reviewed to ensure that you meet all of the requirements for the class you plan to enroll.

Tuition will be \$444.00 for a three credit hour course. These costs are subject to change without notice at any time upon requirements set forth by the State Board of Education. The deadline for payment of full tuition and fees is July 28, 2016. The student will be dropped from the course and their seat will become available to another student. After this date there is no guarantee that the student will be able to enroll in the desired class.

We hope this checklist will help make the registration process easier for you and your students. As always, we are available to discuss any special circumstances and welcome feedback regarding the dual enrollment process. Thank you again for your patience as we continue to make this process better for you and your students.

Sincerely,

Dual Enrollment Team
Jefferson State Community College

Pell City High School
1300 Cogswell Avenue Pell City, Alabama 35125
Phone-205-338-2250 Fax-205-338-2838

June 9, 2016

Dual Enrollment Students and Parents:

Jefferson State Community College classes begin August 19, 2016. The registration process for our students will require the completion of the online application, a signature page, and a copy of the student's driver's license. Several of our students have already completed this information and will be registered for the fall term. Please make sure your student completes the registration process in order to attend Jefferson State. **If your student is planning to take English 101, the student must have an 18 on the English portion of the ACT or complete the COMPASS placement test at Jeff State before July 18, 2016!** Please review Jeff State's policy on continuous eligibility in their Dual Enrollment program:

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program as specified in the ACCS Procedure for Dual Enrollment for Dual Credit for High School Students, Section 2, will remain in continuous eligibility as long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The one term suspension may not be served during the Summer term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

The application and signature page must be completed and turned in to Pell City High School by June 30, 2016. If you have questions about the paperwork please contact Jennifer Moses at 205.338.2250 ext 229 or jennifer.moses@pellcityschools.net. The fall semester begins August 19, 2016.

Sincerely,

Dr. Tony Dowdy
Principal

Dual Enrollment Admission

- Complete online application—one application per academic year***
https://helen.jeffstateonline.com/pls/PROD/twbkwbis.P_GenMenu?name=homepage
 - Select Apply For Admission
 - Create a Login ID and PIN. Select High School Dual Enrollment as the application type.
- Submit admission requirements each academic year**
 - Signature page with student, parent, and counselor signatures—**required each term**
 - Photo ID – Unexpired driver’s license must be verified each semester or other approved ID
 - Current High School Transcript (2.5 GPA *unweighted*)—**required each term**
 - Test scores required for placement in English and math courses and for ALL 12th grade students
 - 10th and 11th grade students are only required to provide test scores if required for course placement
- If test scores are required and student has not taken ACT, take ACCUPLACER placement test on campus is available.**
 Accuplacer placement tests are given at the Jefferson and Shelby-Hoover Campuses Monday - Thursday from 9:00 a.m. – 12:00 p.m. St. Clair-Pell City Campus: Mondays from 9:00 a.m. – 12:00 p.m. Contact Testing at 205-856-7942 for more information.

Test Scores Required For English and Math Courses

Course	ACT	ACCUPLACER
ENG 101 English Composition I	18 (English sub score)	WritePlacer 5 and above
MTH 112 Precalculus Algebra	24 (Math sub score)	Elementary Algebra 80-120

Tuition and Fees: <http://www.jeffersonstate.edu/financial/tuition/> Tuition—Fall 2016**

Taught @ High School \$136/Credit Hour	Taught @ Jeff State Campus \$148/Credit Hour
\$408 for 3 credit-hour course	\$444 for 3 credit-hour course

- Tuition Payment**
 Online Payment instructions for paying through MyJSCC Pipeline student account.
 1. Sign on to My JSCC Pipeline with your user name and password.
 2. Select the Student tab, then click on Access Your Online Services.
 3. Select the Student tab, then select Student Account.
 4. Select Account Summary. Scroll to bottom of page and click Credit Card Payment.
 5. Select Term, then Submit.
 6. Enter Payment Amount, then Submit.
 7. Enter all information on this page and click Continue. Follow instructions to finish payment process.

Check Payments payable to JSCC (No Starter Checks Accepted)
 - Include student name on check and Driver’s License # of account holder.
 - Submit check to high school counselor or to JSCC campus Cashier’s Office.
- Payment by PACT**
 - Contact PACT and request your PACT plan to be activated early - Complete PACT Authorization Form
 - Contact our Business Office to bill PACT: Sherry Pettry (spetry@jeffersonstate.edu, 856-7778)
- Counselors provide rosters for all courses taught at the high school:**
 -We will register students using official class rosters.



Statement of Eligibility for Dual Enrollment for Dual Credit Students

Your acceptance to the Dual Enrollment for Dual Credit program at _____ College will be official only upon receipt of this form, completed and signed by the counselor of your local school, and a completed Application for Admission for Dual Enrollment for Dual Credit.

Insert
College
Logo
Here

This section is to be completed by the student. The student and parent must also sign the Authorization for Release of Records statement at the bottom of the form.

Type of Dual Enrollment courses: Academic Technical Program of Study _____

Social Security Number _____

Name _____
Last Name First Name Middle Name

Address _____
City/State Zip _____

Parent/Legal Guardian Name (please print) _____

This Section to be Completed by High School Counselor:

This student is enrolled in the 10th 11th 12th grade at _____ High School. Student has a minimum cumulative GPA of 2.5 (*unweighted*). I hereby recommend that this student be admitted to the Dual Enrollment for Dual Credit program at _____ College. (Transcript must be attached.)

Please list College course(s) student is approved to take during the current semester/term.	Fall Semester	Spring Semester	Summer Term

Counselor's Signature _____ Date _____

Authorization for Release of Records

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfers from the parent(s) to the student when the students become 18 years of age OR are enrolled in an institution of postsecondary education. In order to comply with the requirements of FERPA, _____ College shall obtain written consent from students before disclosing any personally identifiable information from his/her educational records.

As a participant of the Dual Enrollment for Dual Credit program, I understand that it is the responsibility of _____ College to release my grades to my high school and/or secondary educational entity. My signature below authorizes the College to release the information noted in this section.

Student's Signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

For College Use Only
Verified by _____ Date _____ Approved by _____ Date _____