



John A. Logan College

Dual Credit and Dual Enrollment Student Guidelines

All high school students taking dual enrollment courses shall meet the same requirements for admission to John A. Logan College as post-secondary students. Below are the steps to enrolling in a dual credit/dual enrollment course.

Step 1: High School Guidance Counselor Visit

1. Visit your high school guidance counselor to find out what dual credit/dual enrollment courses are approved by your high school.

Step 2: Take the College Placement Exam or Provide Your ACT or SAT Scores

1. You must submit your ACT/SAT scores or take the College placement exams.
2. To enroll in most math and English courses, you must score appropriately on the writing and math portions of the test or have appropriate ACT/SAT scores.
3. The exam may be offered at your high school (check with your guidance counselor).
 - a. To take the exam at the College, contact the Assessment office at 618-985-2828, Ext. 8518 or 8520.
 - Photo ID is required.

Step 3: Complete the Dual Credit/Dual Enrollment Form

1. Forms are available at your guidance counselor's office, or on our homepage at <https://www.jalc.edu/dual-credit-and-dual-enrollment-for-high-school-students>
2. Complete the form entirely; include the course prefix, course number, and course section number.
3. Submit your completed form to your guidance counselor for signature and processing.
4. Request your transcript accompany your enrollment form to JALC.
5. Home school parents/administrators may approve and sign the enrollment form. Indicate the student is home schooled in the 'other' column. Attach your student's high school transcript. Submit directly to the Dual Credit Office at JALC. Students must also submit a driver's license or if they do not have one, a letter signed by the parent stating they are home schooled, by whom and at what address. This letter must be signed by a notary.

Step 4: Online Course Orientation

All dual credit/dual enrollment students must take the Online Course Orientation before being permitted to beginning an online course. Check with your guidance counselor for enrollment information or visit our homepage. Our on line courses are under Desire to Learn or D2L.

Step 5: Registration Deadlines—Regular College Classes

1. Regular college classes offered on the College campus, on-line, off-campus, or at our extension centers, generally begin before high school classes. Some are offered in 8-week block sessions.
2. Check the College Class Schedule each semester for these dates on our homepage at www.jalc.edu (*Prospective Students* and then *Class Schedule*)
Students will not be permitted to enroll in courses after the College's official last day to register.

Step 6: Course Withdrawals

Students must originate schedule changes and withdrawals with their high school guidance counselor. Refer to the College policy on course withdrawals (*located in the College Catalog under Academic Policies and in the Dual Credit Student Handbook.*)

Step 7: Transcripts

Grades earned in dual credit courses are entered on your John A. Logan College transcript. Under *Current Students* on the JALC web page click on *Request a Transcript*.

Step 8: JALCText—Campus Alerts

Students enrolled in regular campus courses are encouraged to sign up for JALCText—the College’s campus alert notification system. Students can stay informed in the event of campus events or emergency.

Sign-up under *Current Students JALCText*

Dual Credit/Dual Enrollment students must abide by John A. Logan College’s Students’ Rights and Responsibilities Handbook.

For more information, visit our website at <https://www.jalc.edu/dual-credit-and-dual-enrollment-for-high-school-students> Phone: 618-985-2828, Ext. 8403 or 8312