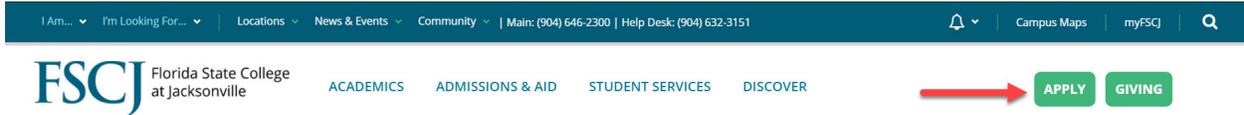


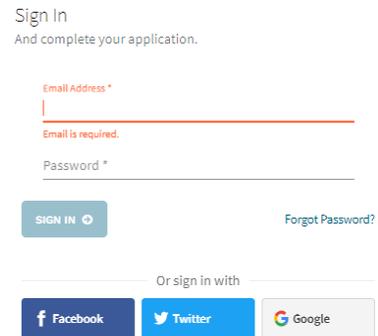
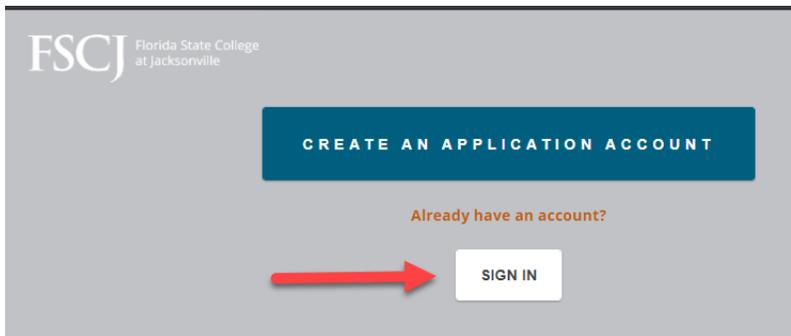
Dual Enrollment

How to transition from a Dual Enrollment to Traditional Student

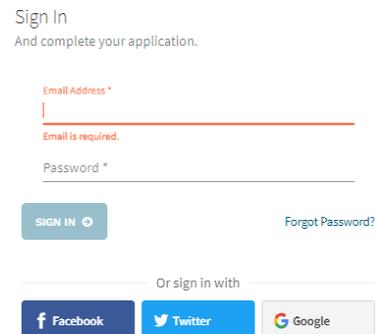
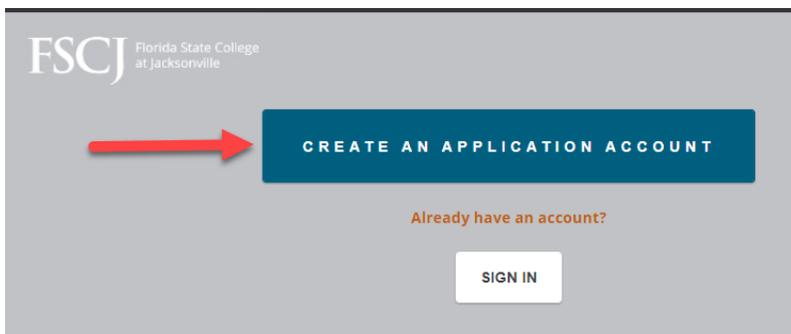
1. Go to ↗ fscj.edu and click the APPLY button



2. **On the next screen,** if you originally submitted your application online (late Fall 2020 or Spring 2021 for Spring 2021 new registration only) you will **click the “SIGN IN” button and use the original email and password** you established at that time. There is a Forgot Password option if you need it.



If you have been taking classes in the FSCJ Dual Enrollment program before Spring 2021, you will not have an application in the system and will need to create a new application account. **Click on “CREATE AN APPLICATION ACCOUNT.”**



3. In the Start your application screen, click on “General Application” (NOT Dual Enrollment Student).

Start your application
What do you want to apply for?

- General Application >
- Transient Student >
- International Student (F-1) >
- Dual Enrollment Student >
- Continuing Education Courses (CWE) >

Next, complete the required fields including your email, a password (write it down), your first name, last name, date of birth, when you want to start taking classes, your educational goal (read through the selections carefully before you make your choice), and program of study. **Then click on “Create Account.”**

Please note: There is a \$25 Application Fee to submit your application.

Create an account
To track your application.

If you will be studying with us under an F-1 visa, please fill out our [International Application](#).

* Email
Please use your own personal email and do not use another person's email or apply for someone else.

* Password
Password is case-sensitive and must be at least 6 characters. Be sure to record your password because you will need to remember it to log back into this application portal throughout the admissions process.

* Confirm Password

* First Name

* Last Name

* Date of Birth (MM/DD/YYYY)

* When do you want to start classes?

EDUCATIONAL GOAL OPTIONS

Associate in Arts Degree (A.A.) is a two-year program for students interested in continuing into one of FSCJ's bachelor's programs or transferring to one of Florida's many public colleges or universities.

Associate in Science Degree (A.S.) is a two-year program to prepare you for immediate employment in a chosen career upon graduation or to help you seamlessly transition into a bachelor's program at FSCJ.

Bachelor's Degrees (B.S., B.A.S., B.S.N.) are upper-level programs for students who have earned an Associate in Science or Associate in Arts degree or 60 hours of transferable college credit and wish to continue at FSCJ.

Technical Certificates (T.C.) are college credit programs for individuals wishing to spend less than two years preparing for direct or immediate entry into a career.

Career Certificates (C.C.) are non-credit, clock hour programs providing practical hands-on training in technical fields. All programs take less than two years.

K-12 Teacher Certification Programs include the Educator Preparation Institute (EPI) for baccalaureate degree holders in fields outside of education who want to earn their Florida Professional Certification to teach in a K-12 classroom and a non-degree re-certification opportunity for current K-12 teachers.

High School/GED offers programs for committed adults seeking to earn a standard high school diploma and able to complete high school graduation requirements within one academic year and GED Preparation programs to prepare students to test for a Florida high school equivalency diploma.

English for Speakers of Other Languages (ESOL) is a non-credit program that provides English language instruction to adult learners living in the U.S.A., whose primary language is not English.

Non-Degree is for individuals that want to take college credit courses without pursuing a degree.

If you plan to use financial aid to pay for your courses, please review the program webpage before selecting a major. Non-degree seeking programs and some short-term programs are not eligible for financial aid.

* What's your educational goal at FSCJ? ▼

* Program of Study ▼

An [application fee](#) is assessed when a student applies to FSCJ. Application fees must be paid before application processing. Note: This fee is a processing fee and is non-refundable.

[CREATE ACCOUNT](#)

4. You will then be sent to the Application Dashboard to submit your information.

Click on “Start Application.” Please note, there is a chat icon in the lower right-hand corner of the screen if you have questions while completing your application. Chat is available 8 a.m.–6 p.m. on Monday–Thursday, and 9 a.m.–3 p.m. on Friday. On the left side of the screen, is a dashboard showing your progress.

FSCJ Florida State College at Jacksonville

General Application ▼
ASSOCIATE IN ARTS (A.A.) - SUMMER 2021 Joe B. ▼

APPLICATION PROGRESS (56%)

- Dashboard
- 1 Biographical & Contact Information
- 2 Demographic & Citizenship Information
- 3 Additional Information
- 4 Education History
- 5 Emergency Contact
- 6 Safety Information
- 7 Confirm Application Term and Major
- 8 Submit Application

Preview Application

Hello, Joe

Your application is automatically saved as you work on it, so don't worry about losing anything. If you don't finish now, just come back and pick up where you left off.

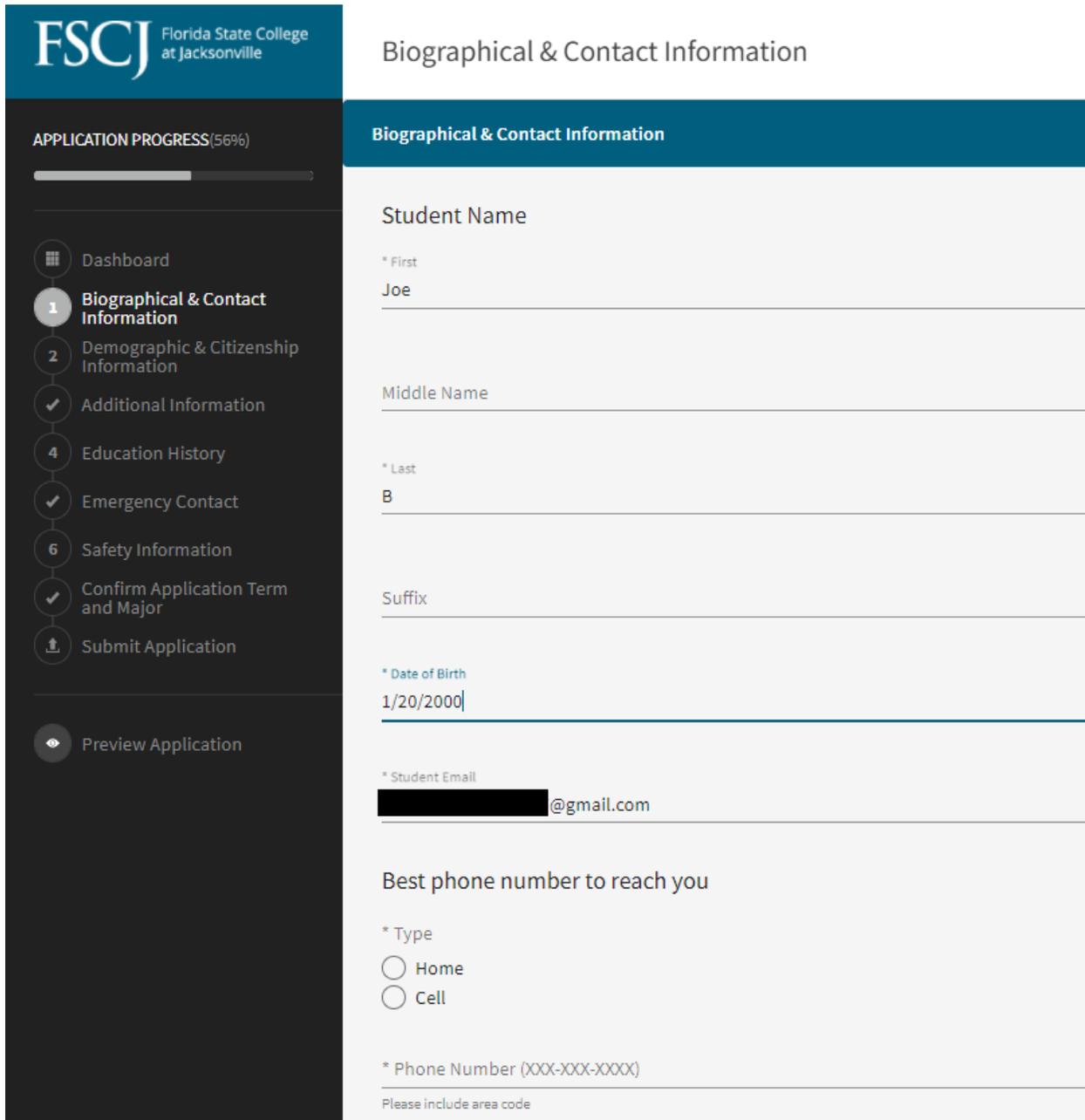
[START APPLICATION](#)

Florida State College at Jacksonville
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Privacy Policy | Help

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5. Next, you will add your biographical and contact information to include address and phone number. When you are finished on this page, click on "Go to Next Step."



FSCJ Florida State College at Jacksonville

Biographical & Contact Information

APPLICATION PROGRESS (56%)

Dashboard

1 Biographical & Contact Information

2 Demographic & Citizenship Information

✓ Additional Information

4 Education History

✓ Emergency Contact

6 Safety Information

✓ Confirm Application Term and Major

Submit Application

Preview Application

Biographical & Contact Information

Student Name

* First
Joe

Middle Name

* Last
B

Suffix

* Date of Birth
1/20/2000

* Student Email
[REDACTED]@gmail.com

Best phone number to reach you

* Type
 Home
 Cell

* Phone Number (XXX-XXX-XXXX)
Please include area code

6. The next page will ask for demographic and citizenship information, including your Social Security Number (SSN). Your SSN is needed to assist with financial aid and scholarships.

The screenshot shows the FSCJ application portal interface. On the left is a dark sidebar with the FSCJ logo and a navigation menu. The main content area is titled 'Demographic & Citizenship Information' and contains several sections of questions and input fields. At the bottom right of the main area is a 'GO TO NEXT STEP' button with a right-pointing arrow.

FSCJ Florida State College at Jacksonville

Demographic & Citizenship Information

APPLICATION PROGRESS (64%)

- Dashboard
- Biographical & Contact Information
- 2 Demographic & Citizenship Information**
- Additional Information
- 4 Education History
- Emergency Contact
- 6 Safety Information
- Confirm Application Term and Major
- Submit Application

Preview Application

* Gender

Female

Male

* Are you a United States citizen?

Yes

No

If you were born in the United States you are probably a citizen.

Are You Hispanic/Latino?

Yes

No

Ethnicity - Select one or more

American Indian or Alaskan Native

Asian

Black or African-American

Native Hawaiian or Other Pacific Islander

White

Social Security #

Although this field is optional, we suggest you provide your SSN to speed up your financial aid process and receipt of your transcripts.

Florida State College at Jacksonville collects and uses social security numbers (SSNs) if specifically required by law to do so or if necessary for the performance of its duties. It does not release SSNs to other parties except as required. Click [here](#) to view our policy.

GO TO NEXT STEP →

7. Next, the Additional Information page will ask if you are interested in campus housing, if you have an affiliation with the military, and if you have enrolled at FSCJ before.

Because you are a Dual Enrollment student, you need to click the “Yes” button on the last question.

FSCJ Florida State College at Jacksonville

Additional Information

APPLICATION PROGRESS (79%)

Additional Information

Are you interested in campus housing?

Yes
 No

[More about 20West Student Housing](#)

Do you have any affiliation with the military?

Have you ever enrolled at FSCJ before?

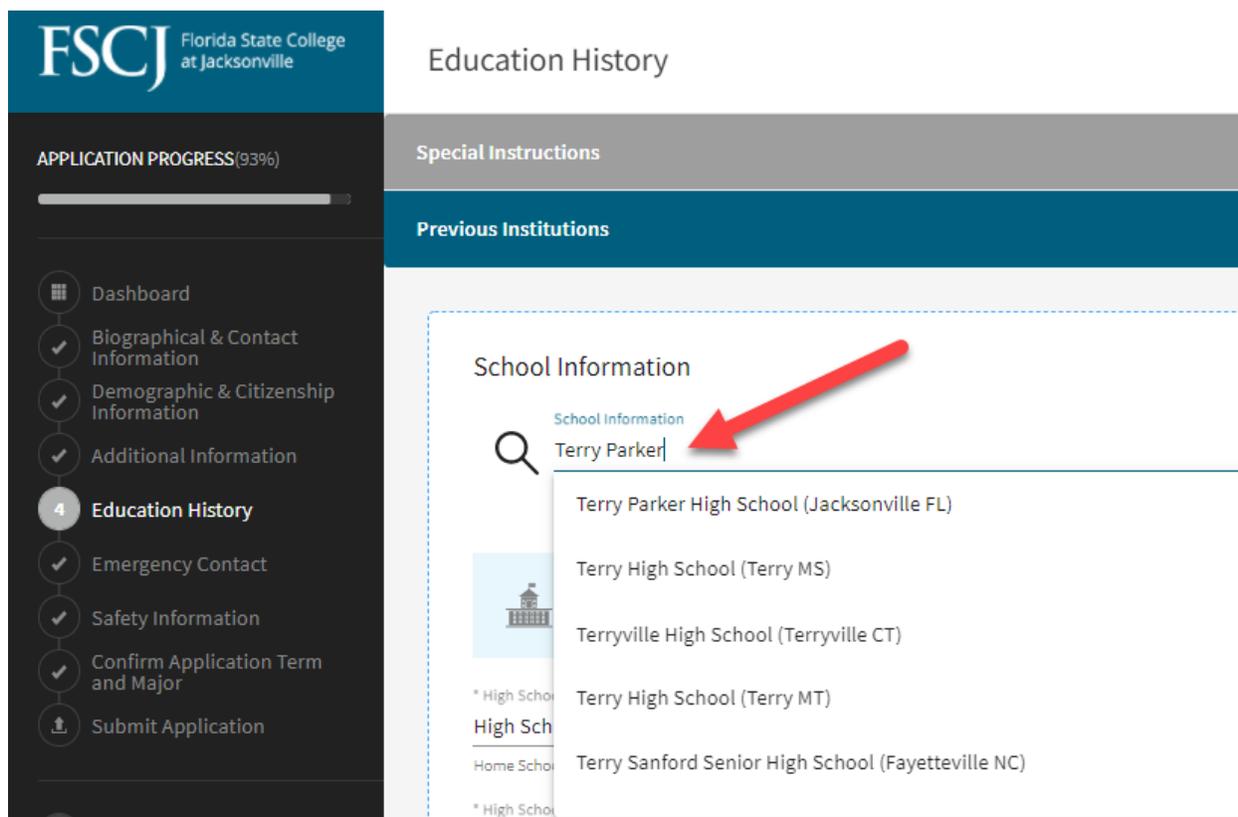
Yes
 No

GO TO NEXT STEP →

8. On the next page you will add your schools. First, put in the name of your high school or home school, if applicable. **Once you enter that information, including your high school graduation date, you will click SAVE and then Add another school.**

Because you are a Dual Enrollment student, you will need to **select “College” and add Florida State College at Jacksonville.**

Unless you are completing your Associate in Arts (A.A) degree at the same time you graduate high school, you will **click No on the question asking “Did you or will you graduate from this school?”. Then click “SAVE.”**



The screenshot shows the FSCJ (Florida State College at Jacksonville) Education History page. On the left is a dark sidebar with a navigation menu. The main content area is titled 'Education History' and has a sub-section 'Previous Institutions'. A search box labeled 'School Information' contains the text 'Terry Parker'. A red arrow points to the search box. Below the search box is a dropdown list of search results:

- Terry Parker High School (Jacksonville FL)
- Terry High School (Terry MS)
- Terryville High School (Terryville CT)
- Terry High School (Terry MT)
- Terry Sanford Senior High School (Fayetteville NC)

Labels like '* High School', 'High Sch', and 'Home Scho' are partially visible next to some results.

9. When finished, you will go to the next screen and fill in your emergency contact information.

The screenshot shows the 'Emergency Contact' form in the FSCJ application system. The left sidebar contains a navigation menu with the following items: Dashboard, Biographical & Contact Information, Demographic & Citizenship Information, Additional Information, Education History, Emergency Contact (highlighted), Safety Information, Confirm Application Term and Major, and Submit Application. Below these is a 'Preview Application' button. The main content area is titled 'Emergency Contact' and includes the following fields: 'Relationship', 'First Name', 'Last Name', 'Emergency Contact Phone' (with radio buttons for 'Home' and 'Cell'), a text input for '* Phone Number (XXX-XXX-XXXX)' with a note 'Best number to reach this person.', and 'Text Messaging' (with radio buttons for 'Yes' and 'No') with a note 'Is it OK to text in an emergency?'. A 'GO TO NEXT STEP' button is located at the bottom right.

10. The next page will verify Safety Information.

The screenshot shows the 'Safety Information' form in the FSCJ application system. The left sidebar navigation menu is identical to the previous screen, but 'Safety Information' is now highlighted. The main content area is titled 'Safety Information' and includes the following text and questions: 'Please check our [campus policy](#) if you have been convicted as a sexual offender or predator.', '* Have you ever been convicted as a sexual offender in any court of law?' (with radio buttons for 'Yes' and 'No'), and '* Have you ever been convicted as a sexual predator in any court of law?' (with radio buttons for 'Yes' and 'No'). A 'GO TO NEXT STEP' button is located at the bottom right.

11. You will then be asked to confirm the term you intend to start as a traditional student and your degree and major.

Once complete, you will Submit your Application.

The screenshot shows the FSCJ application portal. The top left corner features the FSCJ logo and the text 'Florida State College at Jacksonville'. The main header reads 'Confirm Application Term and Major'. Below this is a dark blue bar with the text 'Confirm Application Information'. The main content area contains three fields: '* Term' with the value 'Summer 2021', '* Degree' with the value 'Associate in Arts Degree', and '* Major' with the value 'Associate in Arts (A.A.)'. A green bar at the bottom right contains a 'SUBMIT' button with an upward arrow icon. On the left side, there is a dark sidebar with a navigation menu. The menu items are: Dashboard, Biographical & Contact Information, Demographic & Citizenship Information, Additional Information, Education History, Emergency Contact, Safety Information, Confirm Application Term and Major (highlighted with a checkmark), Submit Application (highlighted with a green circle and an upward arrow), and Preview Application.

12. Once you have clicked the Submit button, you will be routed to the payment portal to pay the \$25 application fee. Choose "Pay with Credit Card" then click "Make a Payment" button.

Application Fee

A non-refundable fee of \$25.00 is required to process your application.

How would you like to pay the fee?

Pay with Credit Card

Make a Payment

SUBMIT YOUR PAYMENT

On the next screen you can choose to pay by eCheck or by Credit/Debit card.

FSCJ Florida State College at Jacksonville

Student Name: _____
Payment Amount: \$25.00 USD

Pay With eCheck

OR

Pay With Credit/Debit Card

Includes a 1.75% service fee

SecureTrust Trusted Commerce CLICK TO VALIDATE

Powered By flywire

FSCJ Florida State College at Jacksonville

Student Name: _____
Payment Amount: \$25.00 USD

Email _____

Name on Bank Account _____

Routing Number ? _____

Account Number ? _____

Confirm Account Number _____

Account Type _____

I have read, understood, and agree to the [Terms of Use](#) and [Privacy Policy](#).

Continue

[Go Back](#)

FSCJ Florida State College at Jacksonville

Student Name: _____
Payment Amount: \$25.00 USD
Service Fee: \$00.44 USD
Total: \$25.44 USD

Email _____

Name on Credit/Debit Card _____

Credit/Debit Card Number _____

Expire Month _____ Expire Year _____

Billing Zip Code _____

I have read, understood, and agree to the [Terms of Use](#) and [Privacy Policy](#).

Continue

[Go Back](#)

After you have submitted payment, you should receive confirmation and an email.

13. Next, you will read the acknowledgements, click “I Agree” and click “Submit Your Application” for final submission.

Almost done.

Review the following and sign your application.

By submitting my application, I hereby agree to abide by all rules, policies, and procedures of Florida State College at Jacksonville (FSCJ) as set forth in the District Board of Trustees Board Rules and Administrative Procedure Manual and as published in the FSCJ College Catalog and Student Handbook, including, but not limited to the Academic Honesty Policy, Student Code of Conduct and admissions requirements.

I certify that the information given in this application is true, complete, and accurate, and I understand that any false or fraudulent statements provided in this application or residency statement may result in actions including but not limited to, disciplinary action, denial of admission, and invalidation of credits or degrees earned. Should any information I have provided change prior to my enrollment at FSCJ, I shall immediately notify the FSCJ Office of Admissions.

I agree to the release of my secondary or post-secondary transcripts and related credentials, including standardized test scores, to FSCJ; furthermore, I authorize FSCJ to contact any secondary and /or post-secondary institution that I have attended to confirm receipt of the official records requested to complete my application and to discuss any additional academic requirements.

I understand that I am obligated to pay a non-refundable application fee. The fee is required to complete the FSCJ application. The application fee may be paid online or by visiting the Student Financial Services office on campus.

By electronically signing the application and clicking the “Submit Application” button below, I am acknowledging that I have read the above certification statements and agree to abide by the above-stated conditions.

* By clicking the Submit button below, I am acknowledging that I read the above certification statements and agree to abide by the above-stated conditions.

I Agree

This serves as your digital signature.

SUBMIT YOUR APPLICATION

After you have submitted the full application, you should receive a confirmation and an email. Remember, you will also need to complete Residency, including providing supporting documentation proving you are a Florida Resident, to receive the lowest tuition rate.

Congratulations on submitting your application. If you have any questions along the way, contact us at XXXXXX.