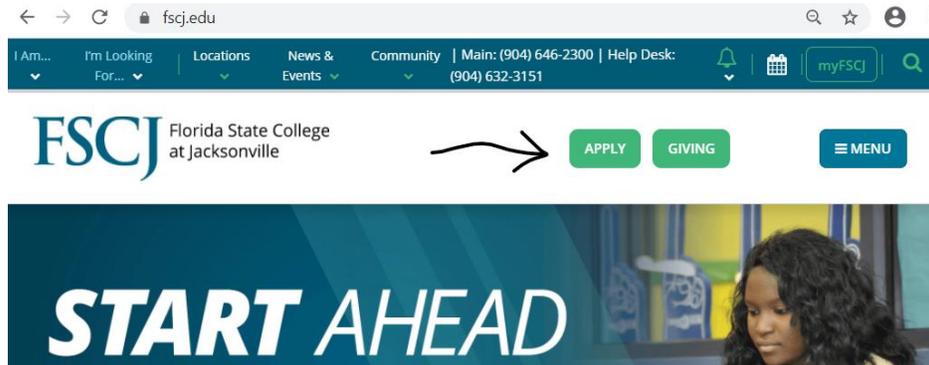
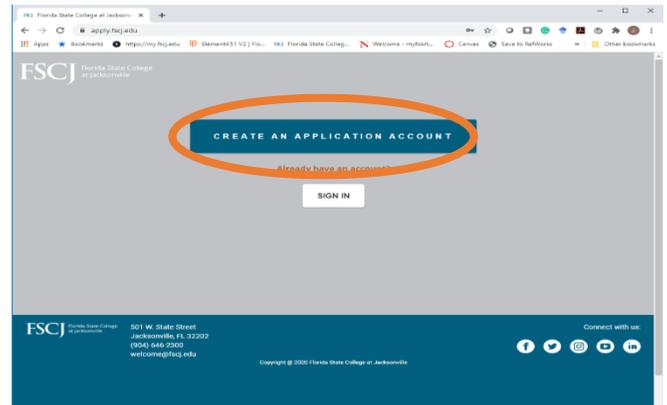


Step by Step Instructions for a Dual Enrollment Application

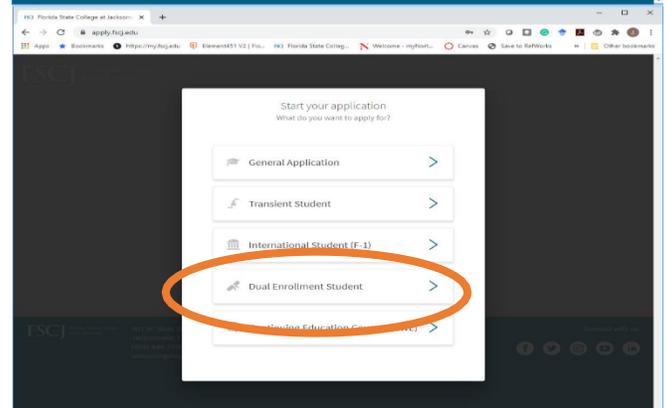
1. Go to <https://www.fscj.edu>
2. Look at the right side of the page and click on the green Apply Button:



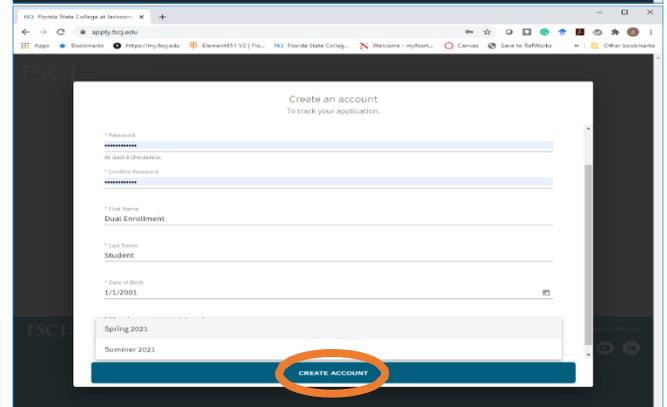
3. Click **Create an Application Account**



4. Click **Dual Enrollment Student**



5. 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**

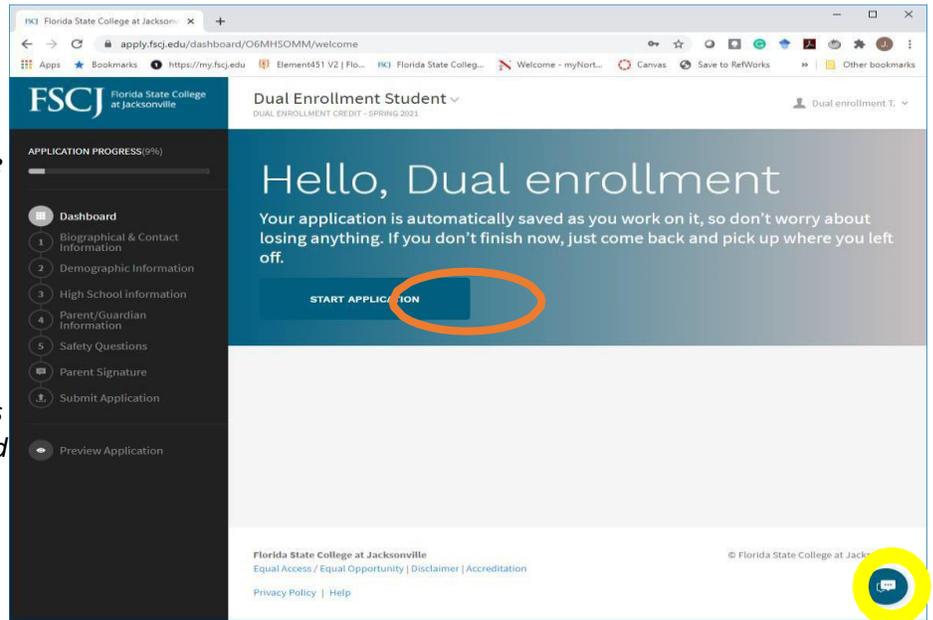


6. The application page will Open and you should click **Start Application**

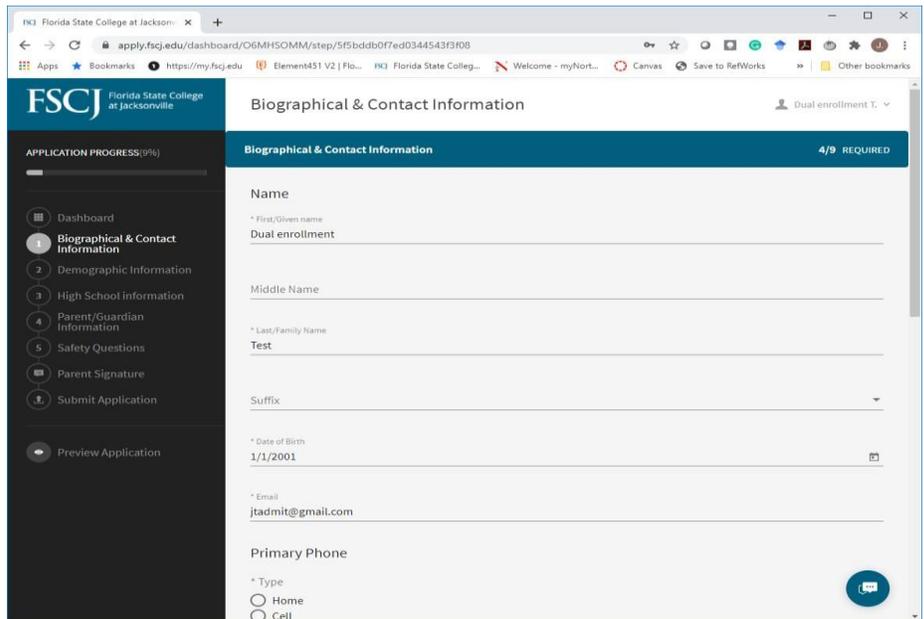
You can track your progress and see the application sections on the left side of the screen.

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.**



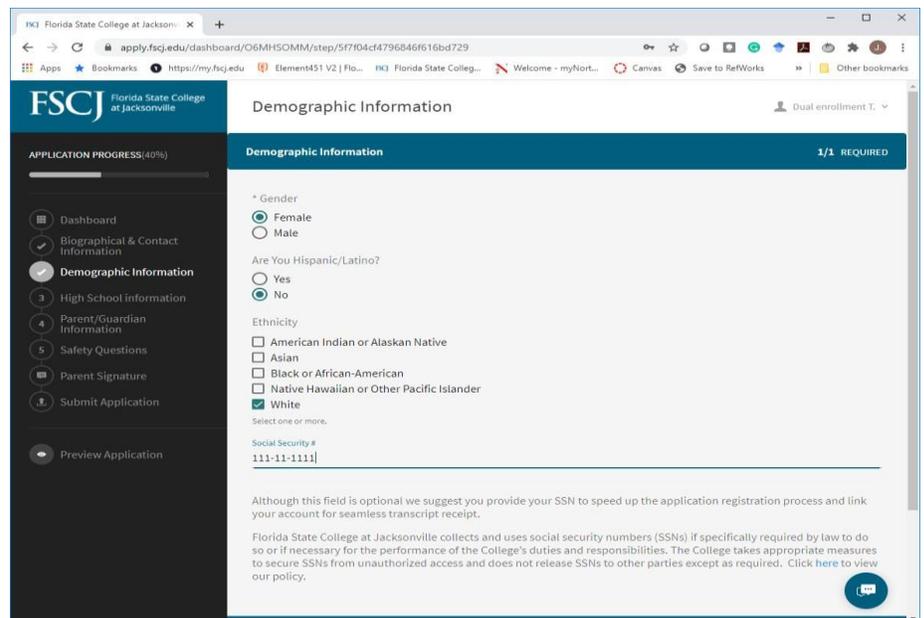
Then click **Go To Next Step**



8. 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**

Florida State College at Jacksonville

High School information

APPLICATION PROGRESS(40%)

- Dashboard
- Biographical & Contact Information
- Demographic Information
- High School information**
- Parent/Guardian Information
- Safety Questions
- Parent Signature
- Submit Application
- Preview Application

High School

0/2 REQUIRED

- A Philip Randolph Career Academies
- Andrew Jackson High School Of Advanced Technology
- Arlington Middle School
- Atlantic Coast High School
- Baldwin High School

GO TO NEXT STEP

Florida State College at Jacksonville
Equal Access / Equal Opportunity | Disclaimer | Accreditation
Privacy Policy | Help

- Click **Add Parent/Guardian Information**

Florida State College at Jacksonville

Parent/Guardian Information

APPLICATION PROGRESS(60%)

- Dashboard
- Biographical & Contact Information
- Demographic Information
- High School information
- Parent/Guardian Information**
- Safety Questions
- Parent Signature
- Submit Application
- Preview Application

Parent/Guardian Contact Information

0/1 REQUIRED

Parent/Guardian Contact Information

Parent/Guardian Contact Information

ADD PARENT/GUARDIAN INFORMATION

GO TO NEXT STEP

Florida State College at Jacksonville
Equal Access / Equal Opportunity | Disclaimer | Accreditation
Privacy Policy | Help

- 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**.

Florida State College at Jacksonville

Parent/Guardian Information

APPLICATION PROGRESS(60%)

- Dashboard
- Biographical & Contact Information
- Demographic Information
- High School information
- Parent/Guardian Information**
- Safety Questions
- Parent Signature
- Submit Application
- Preview Application

Parent/Guardian Contact

Parent/Guardian Contact

* First Name
Dual Enrollment

* Last Name
Parent

Parent's Phone

Type
 Home
 Cell

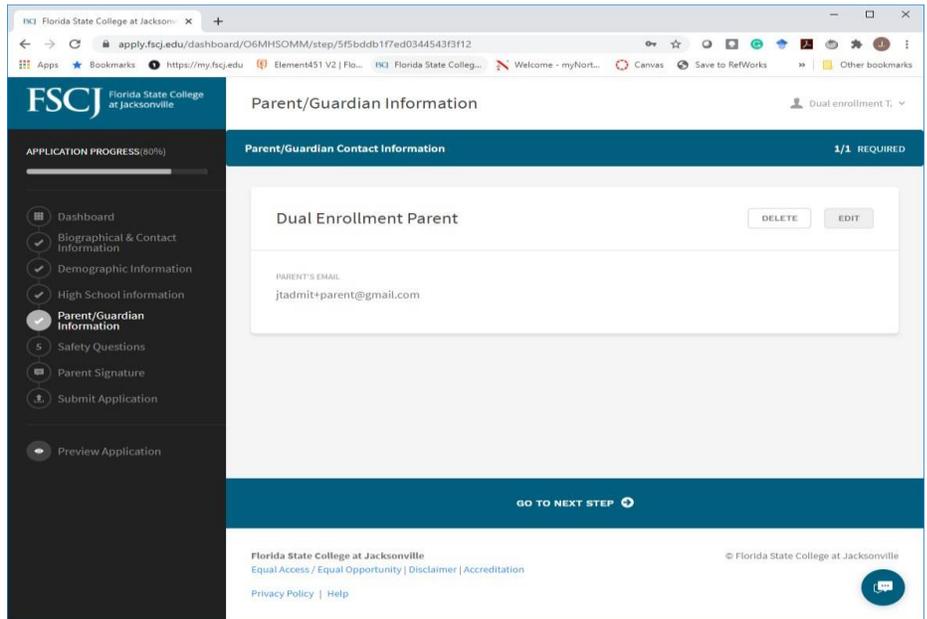
* Phone Number
111-111-1111
 Best number to reach this person.

Text Messaging
 Yes
 No
 Opt to text?

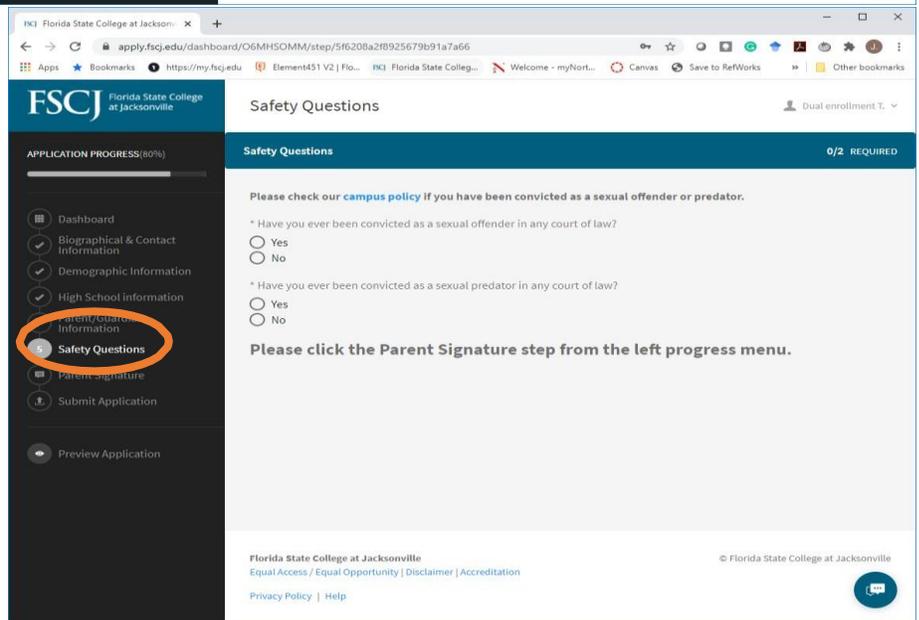
Parent's Email
jtadmit-parent@gmail.com

SAVE **CANCEL**

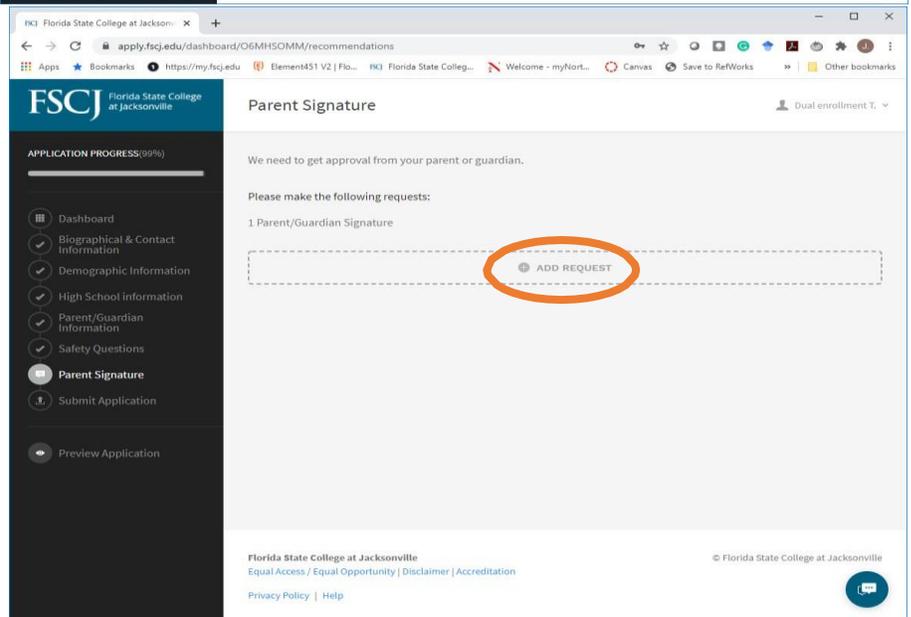
12. Review parent e-mail for Accuracy and click **Go to Next Step**



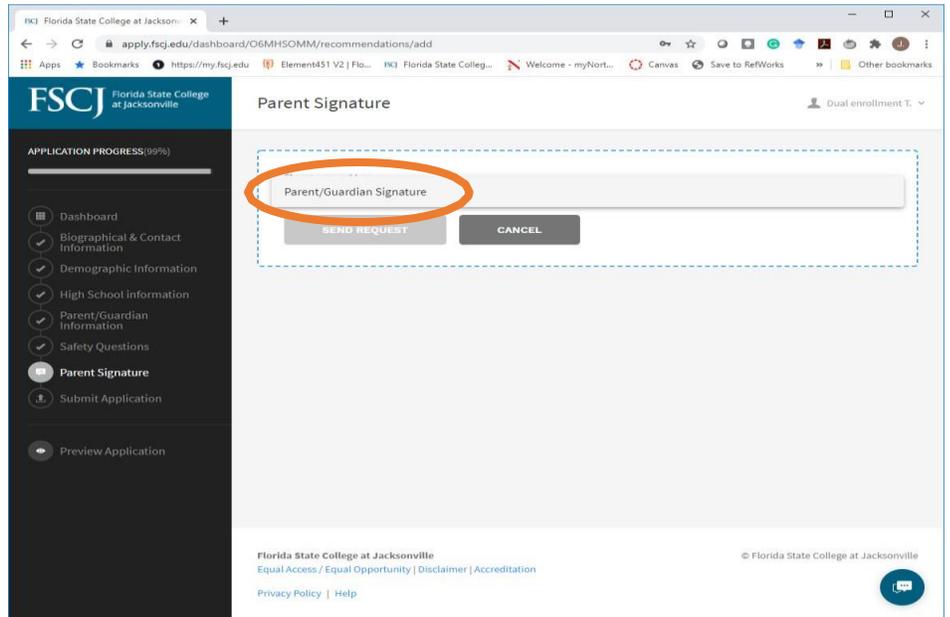
13. Answer the Safety Questions and then click **Parent Signature** on the left side of the screen. (It is under Safety Questions.)



14. Then click **ADD REQUEST**



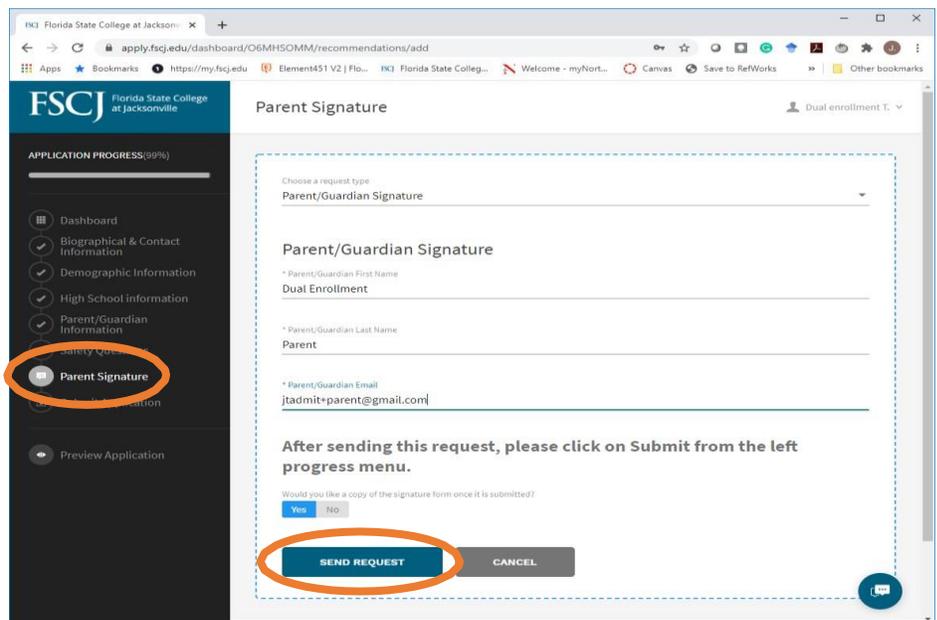
15. Click **Parent/Guardian Signature**



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

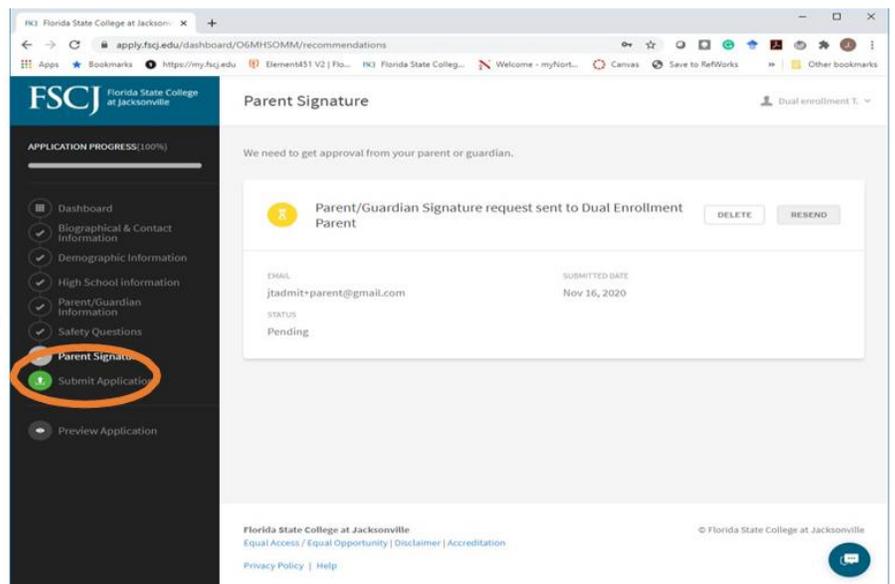
Then click **Send Request**.

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



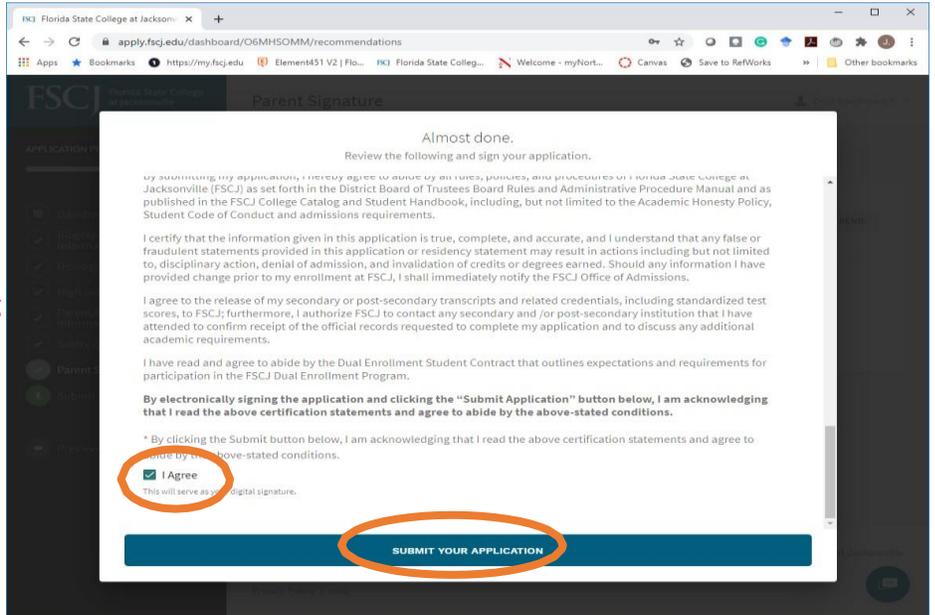
17. This screen confirms that you sent an e-mail to request permission from your parent or guardian that you can enroll in the FSCJ dual enrollment program.

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

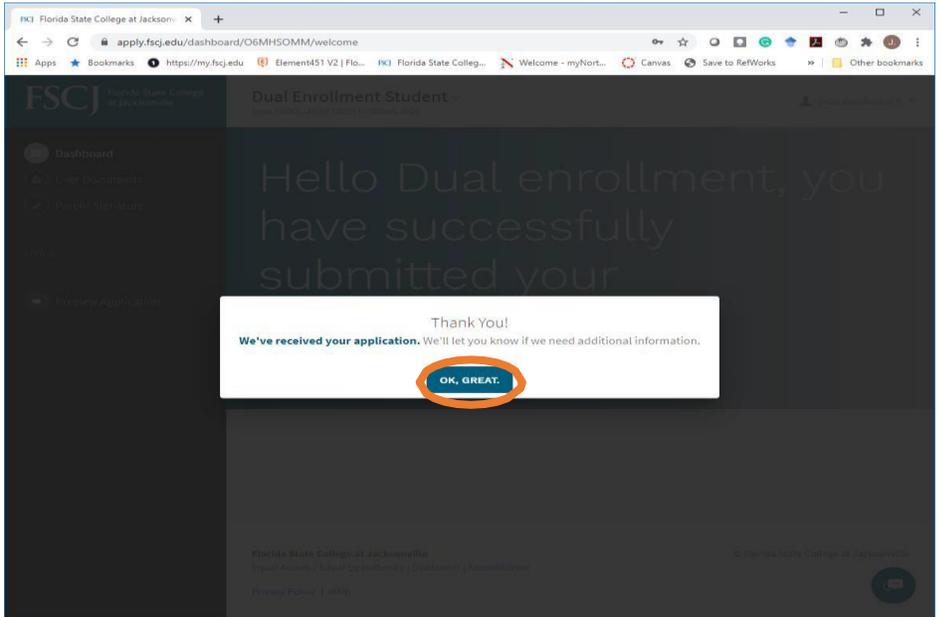


18. Carefully read and review the Dual Enrollment Student Contract pop-up message, before scrolling to the bottom and agreeing to the terms. **By clicking the Submit button, you are acknowledging that you read the entire certification statement and agree to follow the conditions. Checking the agree button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

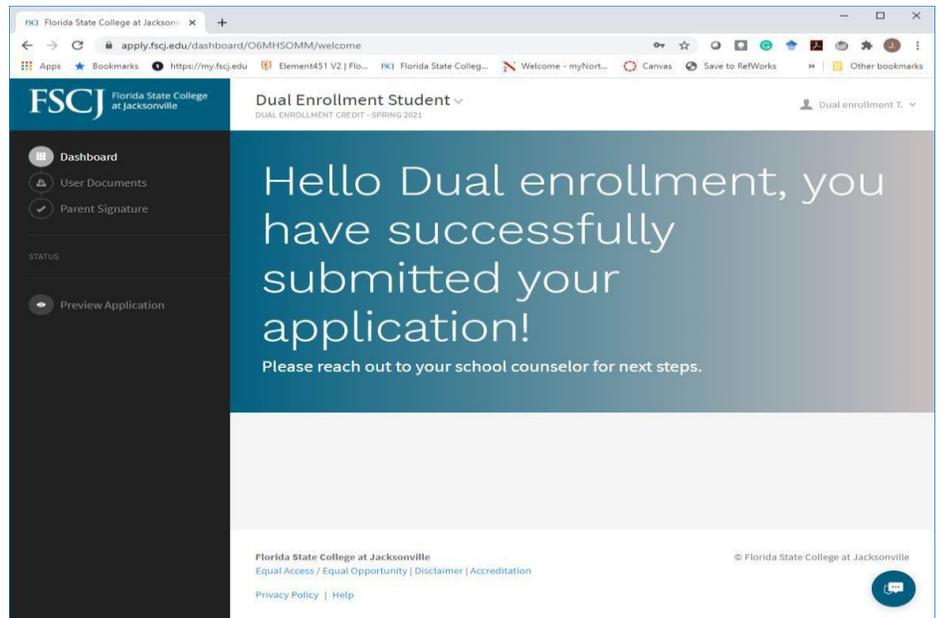
Check the **I Agree** box and then Click **Submit Your Application**



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



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



Information:

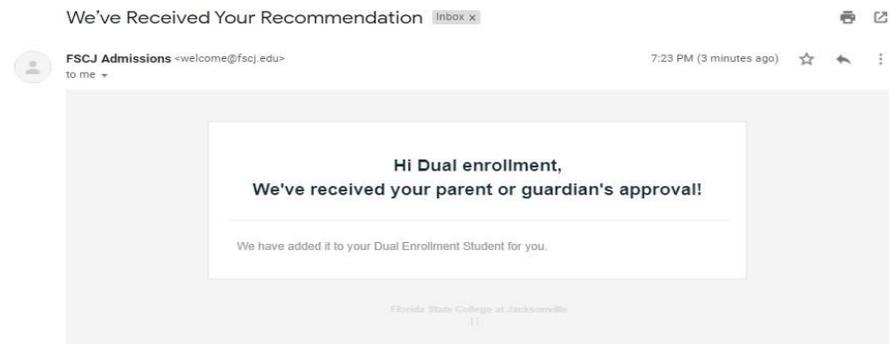
When you create your application account and before submitting your application, you will receive an e-mail notifying you that you've started the process. You can stop the application at any time and come back to it using the link in the e-mail. This is why it is important that you have a password you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



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



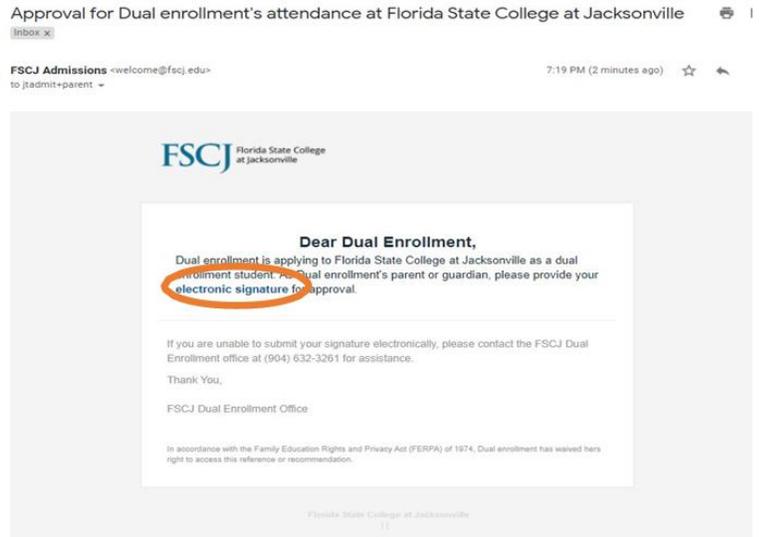
When FSCJ receives the e-mail permission from the student's parent/guardian, students will receive this e-mail.



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**



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**

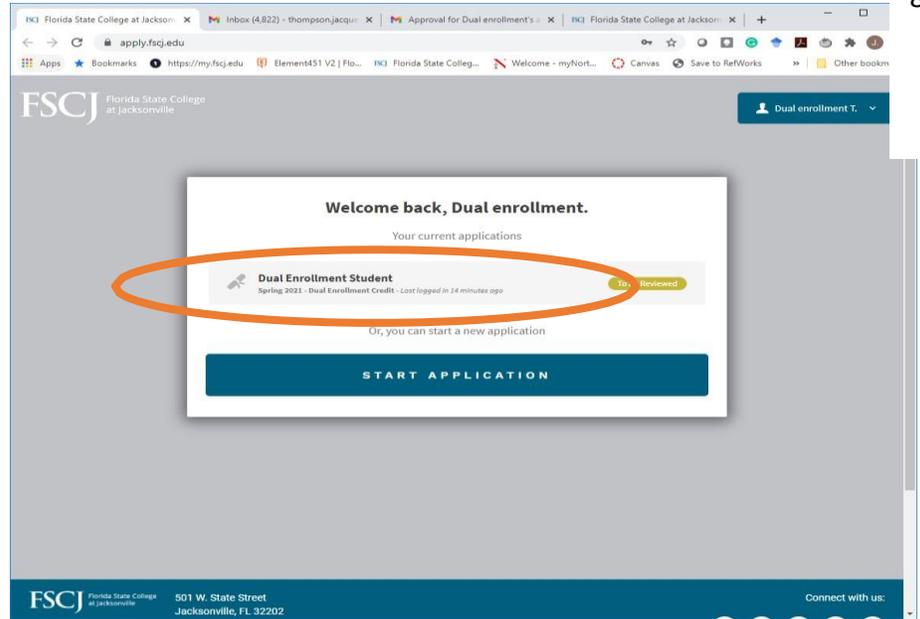
After the parent clicks Submit, a Thank You confirmation will pop up.

The screenshot shows a web form titled "Hello Dual Enrollment," with the instruction: "Please help Dual enrollment. Test by e-signing this parent approval form for Florida State College at Jacksonville Dual Enrollment." The form includes a "Dear Parent," section with introductory text about dual enrollment. Below this are input fields for "Parent First Name" and "Parent Last Name". The "Parent Statement of Understanding, Agreement, and Residency" section contains a list of terms and conditions. At the bottom, there are radio buttons for "Yes" (which is selected and circled in orange) and "No". A blue "SUBMIT" button is also circled in orange. The footer includes "Florida State College at Jacksonville" and "Equal Access / Equal Opportunity | Disclaimer | Accreditation".

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.

