Complete all portions of the application, including parent approval, by

Fall Semester – April 30th

Spring Semester – November 30th

If you do not complete the application in a timely manner, FSCJ will not allow you in ANY dual enrollment course.

1. Go to www.fscj.edu
2. Look at the top 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 courses (spring – January; Fall – August). Then click **Create Account**
6. The application page will open and you should click start application
7. Complete Biographical & contact information for the student (you). Remember to use a personal email address that you will check **NOT YOUR SCHOOL EMAIL**. Then click go to Next Step
8. Complete the demographic information including your Social Security Number – this is for financial aid purposes. Click **go to Next Step**
9. Complete High School Information
10. Click Add Parent/Guardian Information. It is very important that you enter your parent's email address that is different that your email address. Your guardian will receive an email asking them to read the dual enrollment contract and give their permission for you to participate in the program. Click SAVE and then click Go to Next Step. *Your application will not be complete until a guardian gives permission)
11. Review Parent email for accuracy and go to next step
12. Answer the safety questions and then click parent signature on the left side of the screen. (It is under the Safety Questions)
13. Then click **ADD REQUEST**
14. Click Parent/Guardian signature
15. Please fil out the information you included earlier in the application for you parent/guardian. Then click **Send Request**
16. Click on **Submit Application** on the left side of the screen
17. This screen confirms you sent an email to request permission from your guardian. Click on the bright green button on 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 submit, you are acknowledging that you read the ENTIRE statement and agree to the conditions. Check the **I Agree** box and then click Submit Your Application
19. A confirmation page will pop up and you can click Ok, great

You have now successfully submitted your application for review.

Check your emails for an email from FSCJ giving you your student ID#. Please turn this ID# into your counselor as soon as you receive it.