



# 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® Scores

1. You must submit your ACT scores or take the College placement exams.
2. To enroll in most math and English courses, you must score appropriately on the reading comprehension and math portions of the test or have appropriate ACT scores.
3. The college placement exams consist of three tests. Each test is 45 minutes in length and includes reading, writing, and math.
  - a. The exam may be offered at your high school (check with your guidance counselor).
  - b. To take the exam at the College, contact the Assessment office at 618-985-2828, Ext. 8518 or 8520. The exam is offered by appointment during weekdays.
    - Walk-ins are permissible two weeks prior to the beginning of each semester.
    - Photo ID and SS # 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 [www.jalc.edu/dual\\_credit](http://www.jalc.edu/dual_credit).
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. Include your student's ACT scores or indicate ASSET or COMPASS test results are on file at the college. Submit directly to JALC.

### Online Course Orientation

All dual credit/dual enrollment students must take the Online Course Orientation before being permitted to enroll in an online course. Check with your guidance counselor for enrollment information or visit our homepage.

### Community Health Education Complex

New students to the complex must attend an Aerobic Center Orientation before being permitted to use the facility. Orientations are listed in the College Class Schedule under the PED course listing.

### Step 4: 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](http://www.jalc.edu) (under Quick Reference in the left-hand column)  
Students will not be permitted to enroll in courses after the College's official last day to register.

### Step 5: 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*).

### Step 6: Transcripts

Grades earned in dual credit courses are entered on your John A. Logan College transcript. Contact the College's Admissions Office to request a copy of your transcripts.

### Step 7: VolText—Campus Alerts

Students enrolled in regular campus courses are encouraged to sign up for VolText—the College's campus alert notification system. Students can stay informed in the event of campus events or emergency. Sign-up at [www.jalc.edu/admissions](http://www.jalc.edu/admissions).

*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 [www.jalc.edu/dual\\_credit](http://www.jalc.edu/dual_credit). Phone: 618-985-2828, Ext. 8134 and 8312**