



Jacksonville State University
DUAL ENROLLMENT
ORIENTATION



DUAL ENROLLMENT

CLASS PREP CHECKLIST

Find Your Jax State ID Number:

- ☐ Your nine-digit Jax State Identification (ID) Number is located at the top of your admissions letter. You will use this number to reference your personal student information when contacting offices on campus.

Make Payment for Class or First Day Course Materials



Get your Jax State Student ID



Review Academic Calendar



Holidays and breaks may differ from your high school.

On the First Day of Class, Log-in and Review your Syllabus



Make note in your planner or phone of important due dates and exam dates. Locate how to contact your instructor and reach out if needed!

If you need help, call the Dual Enrollment Team

We are here to assist!

Register for Class



Both on MyJaxState and on high school schedule!

Set up all Jax State Student Accounts



MyJaxState, GEM, DUO, Canvas, and Navigate

Buy Any Needed Books or Supplies



Get to Know Jax State



Jax State hosts daily campus tours so you can get to know your way around the Friendliest Campus in the South.

Scan the code if you're interested in a campus tour!



Check out our Campus

Use our interactive map to navigate your way around campus.

Scan this QR Code to check out the new map!



MEET THE TEAM

admissions and recruitment



KELLY MARTIN

DIRECTOR

Director, Undergraduate Admissions
and Recruitment



AMANDA MARTIN

DUAL ENROLLMENT COORDINATOR

Admissions & Recruitment

Phone Number: 256 - 782 - 5130

Email: amartin19@jsu.edu



MARISA CASSIBO

DUAL ENROLLMENT COUNSELOR

Admissions & Recruitment

Phone Number: 256 - 782 - 8700

Email: mcassibo@jsu.edu

MEET THE TEAM

academic affairs



ANDREA PORTER

DUAL ENROLLMENT DIRECTOR

Associate Vice Provost of Curriculum
& Academic Partnerships and
Director of Dual Enrollment



SUSAN HURST

ADMINISTRATIVE ASSOCIATE

Administrative Associate to
the Associate Vice Provost



AMIE KNIGHT

DUAL ENROLLMENT COORDINATOR

Dual Enrollment Academic Affairs

Phone Number: 256 - 782 - 5142

Email: ahknight@jsu.edu



TBA

STUDENT SUCCESS/ACADEMIC ADVISOR

Dual Enrollment Academic Affairs

Email: dualenrollment@jsu.edu

DUAL ENROLLMENT AMBASSADORS



The Jax State Dual Enrollment Ambassador program is a leadership organization that consists of Dual Enrollment students from high schools in our service area. These students meet monthly for leadership development, team building, and assist in Dual Enrollment events at their high schools and on Jax State's campus. Each academic year, students are selected through an application process. These students also receive a tuition scholarship each fall and spring semester for one Dual Enrollment course.

Get to know your
school's Ambassador by
scanning this QR Code!



DUAL ENROLLMENT

FREQUENTLY ASKED QUESTIONS

01

WHEN DO CLASSES START? OR WHEN DO I PAY FOR CLASSES?

Check out Jax State's Academic Calendar!



Scan the Code for the
Academic Calendar

02

WHAT ARE MY PAYMENT OPTIONS?

Check out Jax State's Payment Plan!



Scan Code to
Receive More Info
on Payment Plans

03

WHAT IS REQUIRED FOR ME TO TAKE DUAL ENROLLMENT MATH OR ENGLISH?

While JSU is test optional for ACT/SAT requirements, all first-year and transfer students who have not completed their first required math or English course should complete JSU EdReady math and English placement exams and work their study path.



Scan the code to learn more
information on EdReady.

04

WHAT BENEFITS ARE OFFERED FOR DUAL ENROLLMENT STUDENTS?

Jax State offers great benefits to all dual enrollment students including many for graduating seniors.

Scan the QR code to
check out the dual
enrollment perks.



05

WHAT IS A FIRST DAY COURSE MATERIAL FEE?

Check out Jax State's First Day Program!



Scan the code to find information
about First Day Course Materials.

06

WHAT ARE MY NEXT DE COURSES THAT I CAN TAKE?

At Jax State, we want to help you find the right path to your dream job. That path starts with our Dual Enrollment program where you can take college classes that lead you to the perfect major and career.

We know that figuring out a major is hard, so we developed five Career Tracks to let you choose a more general grouping of careers and college majors. Choosing a Career Track is the first step in figuring out your major.



Scan the code to find
more information about
Jax Track advising.

FOR MORE QUESTIONS, CONTACT US AT: (256) 782-5268 OR DUALENROLLMENT@JSU.EDU

STUDENT ACCOUNTS

MyJaxState

Main Student Portal

- Username:
example@stu.jsu.edu without
@stu.jsu.edu
- Initial Password: J- your 6-digit
birth date (mmddyy) and last 4
digits of your Jax State ID

GEM

Jax State Student Email

- Username:
example@stu.jsu.edu
- Your email password will be the
same as the new password you
created for MyJaxState.

DUO

Multi-Factor Authentication

You will be prompted to set up a device for DUO. DUO is a two-factor authentication system that will be used to verify your identity each time you log in to your Jax State accounts.

Download the
DUO mobile app.

Scan the QR Code
for more
information on DUO



Canvas

Learning Management System for Jax State courses

- In your MyJaxState account
click the link to Canvas.
- Enter your MyJaxState
username and password.
- Please note, your course(s)
will not show up until the
first day of the term!

Scan the QR code
for Canvas tutorial



Navigate

Student Success Coach

Our program will monitor your success throughout the semester. You may receive a text message, email, or phone call with reminders about important dates, etc. You may also receive an academic alert text if you are struggling in a class. Our student success coach will then connect you with resources to help you succeed.

Please download
the JSU Navigate
app for easier
communication
with your coach.



Log-In Issues?

Scan the QR code to reset
passwords or contact our
IT Department



STUDENT RESOURCES

UREC

University Rec Center

Dual Enrollment students 16 and older can purchase a membership to our University Recreation Center. The cost per semester for dual students is \$190. Students under 18 will need a parent or guardian to sign a waiver to purchase the membership but then can attend independently.



JAX TRACKS

Dual Enrollment Academic Advising

At Jax State, we want to help you find the right path to your dream job. That path starts with our Dual Enrollment program where you can take college classes that lead you to the perfect major and career.

We know that figuring out a major is hard, so we developed five Career Tracks to let you choose a more general grouping of careers and college majors. Choosing a Career Track is the first step in figuring out your major.

Email: abhawkins@jsu.edu
Phone: 256 - 782 - 5281



LIBRARY

Houston Cole Library

Use your Jax State student ID to access the library online or in-person. Make sure to check out these library resources!

- Group Study Rooms
- Computer Labs
- Printing Services
- Quiet Areas
- Student Success Center



STUDENT ID

Theron Montgomery Building

With your student ID you can attend home athletic games for free, get discounts around town, and access campus resources!



STUDENT SUCCESS

Success Coach/Advisor

You'll have a student success coach that can assist you with accessing all of the student resources available to you to get the assistance you need throughout the semester! Do you have questions about the next class to take? Contact your student success coach to plan your next semester!

Navigate is your one stop shop for information about what's happening on campus! Learn about events, tutoring, and keep tabs on your academic schedule.

Email - abhawkins@jsu.edu
Phone - 256 - 782 - 5281



WRITING CENTER

In-Person or Online

Students can schedule an in-person or virtual appointments using JSU Navigate.

The Writing Center will be open for in-person and online consultations for all terms from Monday-Friday and online hours Sunday.



TUTORING

In-Person or Online Tutoring

Students can schedule an in-person or virtual tutoring appointment using JSU Navigate! In-Person Appointments will take place in the Student Success Center, located at the Houston Cole Library, 2nd Floor.



DISABILITY RESOURCES

504/IEP

In order to receive accommodations, you must first submit a request and meet with one of our Disability Specialists to discuss your needs.

- Step 1: Submit a Request Online
Step 2: Submit Documentation
Step 3: Meet with a Disability Specialist



ACADEMIC POLICY

FERPA

Gamecock Parent &
Family Connection Portal

What is FERPA? The Family Educational Rights and Privacy Act sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records. Student education records may not be disclosed to anyone unless the student has given written consent.

<https://www.jsu.edu/registrar/ferpa-waiver.html>



Scan the QR Code
for more info on
the FERPA Waiver

ACADEMIC HONESTY

Plagiarism &
Cheating

This policy is applicable for campus and distance learning activities. Students who violate this Academic Honesty Policy will be subject to disciplinary action(s) that could range from a zero on an assignment to failure of the course; repeated offenses can result in dismissal from the university.

SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to receive federal financial aid after graduation, a student must make satisfactory progress toward a degree. Satisfactory Academic Progress (SAP) is made up of two components: a qualitative standard (GPA) and a quantitative standard (Pace of Completion and Maximum Time Frame). Students must complete 2/3 (66.67%) of the total credit hours attempted. The pace of completion is calculated by dividing the overall earned hours by the overall attempted hours. If a student does not meet the pace of completion the student will be placed on financial aid suspension.

DUAL ENROLLMENT PROBATION

Dual enrollment students who do not earn a "C " or better in a course are required to serve a one-term probation from the Jax State Dual Enrollment Program. After the one-term probationary period, students can reapply to the program. Your high school counselor will need to submit another High School Authorization Form (HSAF) reflecting your current high school GPA. Students will also need to complete a Student Success Coaching session with a member of the Jax State Dual Enrollment team prior to class registration.

