



Supporting Our Students

Jump Start Dual Enrollment
Student Manual

JUMP START
DUAL ENROLLMENT
JACKSONVILLE STATE UNIVERSITY™

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JSU Jump Start Dual Enrollment Mission Statement

The mission of the Jump Start Dual Enrollment program is to create a community of learners within the high school who have decided that college coursework is an option for them. These students actively participate in dual enrollment courses and navigate through the procedures of a JSU student. Jump Start Dual Enrollment provides a valuable way to earn high school and college credit simultaneously. The student will gain knowledge and experience that will continue throughout their college journey.

Students Rights and Responsibilities

- The student has the right to receive assistance, guidance, and support from JSU Admissions Staff.
- The student has the right to admission in the program (per eligibility) regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- The student has the right to understand prerequisite information for JSU course offerings.
- The student has the right to take JSU course offerings, which will apply to both high school graduation and postsecondary credit (per *Administrative Code No 290-3-1-02*); however, additional courses must be agreed upon from the local board of education and JSU (per *Alabama State Board of Education, Administrative Code Chapter 290-3-1, Public School Governance*).
- The student has the right to advisement from JSU faculty and staff regarding programs of study, requirements, and readmission to JSU for undergraduate classes.
- The student has a right to receive notification when they are no longer eligible for the program.
- The student is responsible for registering for their classes through their MyJSU account.
- The student is responsible for dropping/withdrawing from courses through MyJSU.
- The student is responsible for meeting all scheduled deadlines from the JSU adjunct faculty member per the syllabus.
- The student understands withdrawal from classes could affect possible eligibility for future federal financial aid.
- The student understands it is their responsibility to maintain accurate records of all necessary username and password information.
- The student is responsible for staying informed and attending information sessions conducted at their school, if applicable.
- The student understands there will be a late fee after the JSU deadline to register for classes per the academic calendar.
- The student will remain informed about their account status/balance and is responsible for any previous balance. If a student has a previous balance, this balance will have to be satisfied to continue in the program.
- The student is responsible for accepting any scholarships through scholarship manager, if the scholarship is not accepted and the agreement is not electronically signed, the student is subject to loss of the scholarship.
- If a student chooses to attend a college/university other than JSU after high school, they are responsible for checking with that institution for credit transferring.

JSU Student Code of Conduct

As a JSU Jump Start Dual Enrollment student you are required to follow both the student code of conduct in your local high school, as well as [JSU's student code of conduct](#). However, please note that appeals regarding grades and financial charges to student accounts will be directed to the *Jump Start Dual Enrollment Appeal Board*, which is comprised of various members of the JSU community. The coordinator for the Jump Start Dual Enrollment office will act as the student's liaison between the board members. For more information about this process please contact the coordinator.

Eligibility

A student is eligible to be a part of the Jump Start Dual Enrollment program if they meet the following requirements:

- 10th, 11th or 12th grade student **NOTE:** Exceptions for other grade levels must be approved by JSU, principal, and superintendent (per *Alabama State Board of Education, Administrative Code Chapter 290-3-1, Public School Governance*)
- B average in course work
- Completed High School Authorization Form (HSAF)

NOTE: Any student who is not achieving a B average in high school and college coursework or not meeting satisfactory progress is subject to no longer being able to participate in the program.

Tuition

- JSU offers tuition at a reduced rate, currently one-half, to dual enrollment students
- There is no federal financial aid available for dual enrollment students (i.e. Pell Grants or loans through the Free Application for Federal Student Aid, FAFSA), but prepaid programs (i.e. PACT, VA benefits) may be used. For PACT programs please contact the [Office of Student Accounts](#). For information about veterans' benefits and tuition, contact [Veterans Services](#). Payment plans may also be set up through the Office of Student Accounts prior to the payment deadline.
- JSU's Jump Start Dual Enrollment program offers scholarship opportunities twice yearly for fall and spring semesters (see Scholarship section).
- Students who have a parent who has worked full-time at JSU for one year are eligible for tuition assistance for dual enrollment classes. For more information, contact the [Human Resources Office](#).

Online Classes/Support

Jump Start Dual Enrollment students are able to take online courses with the approval of the participating high school. Jump Start Dual Enrollment can help facilitate the process by introducing the learning management system (Canvas). However, dual enrollment students must have regular access to an internet-enabled computer to be enrolled in an online course. These classes, in order to count for dual enrollment credit, must be taken in lieu of, not in addition to, the regular high school course. For assistance with Canvas-related concerns please call the Canvas Student Support line at 256-782-8172.

Advanced Placement/ACT Scores

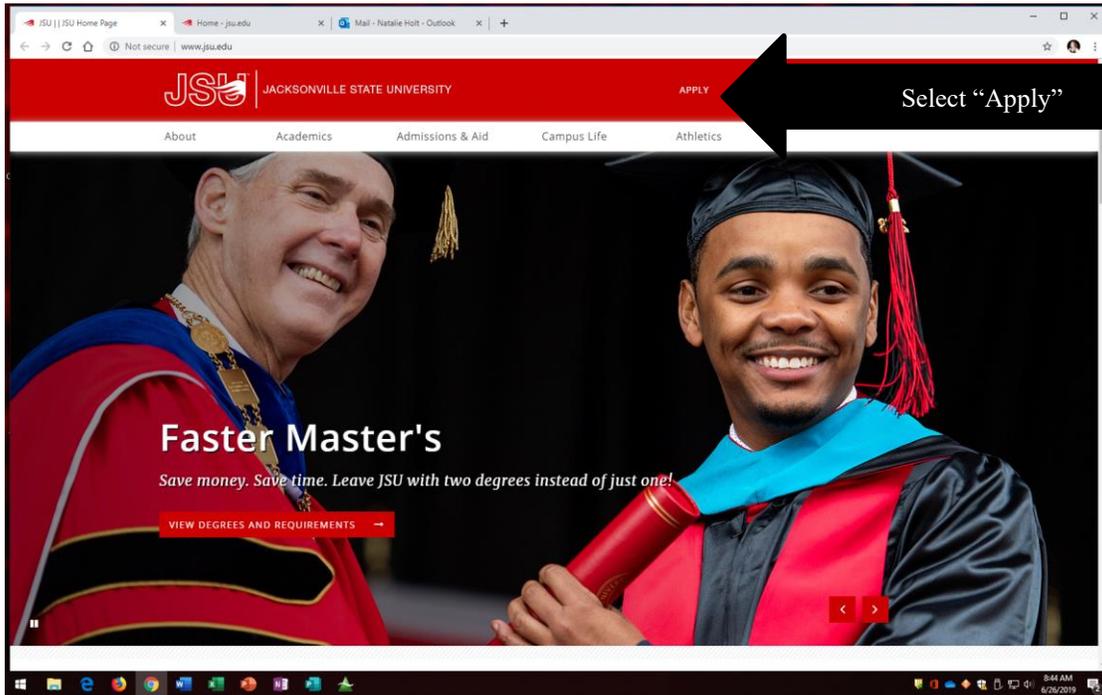
Students should have AP, IB, and ACT scores sent as soon after the testing date as possible in order to aid in placement into the appropriate coursework. Send ACT scores from a high school transcript using SEND Edu, Parchment, or a copy from the high school transcript (this is a free option) to transcripts@jsu.edu. A detailed listing of AP and IB score equivalency may be found at [Academic Regulations](#)

Prerequisites

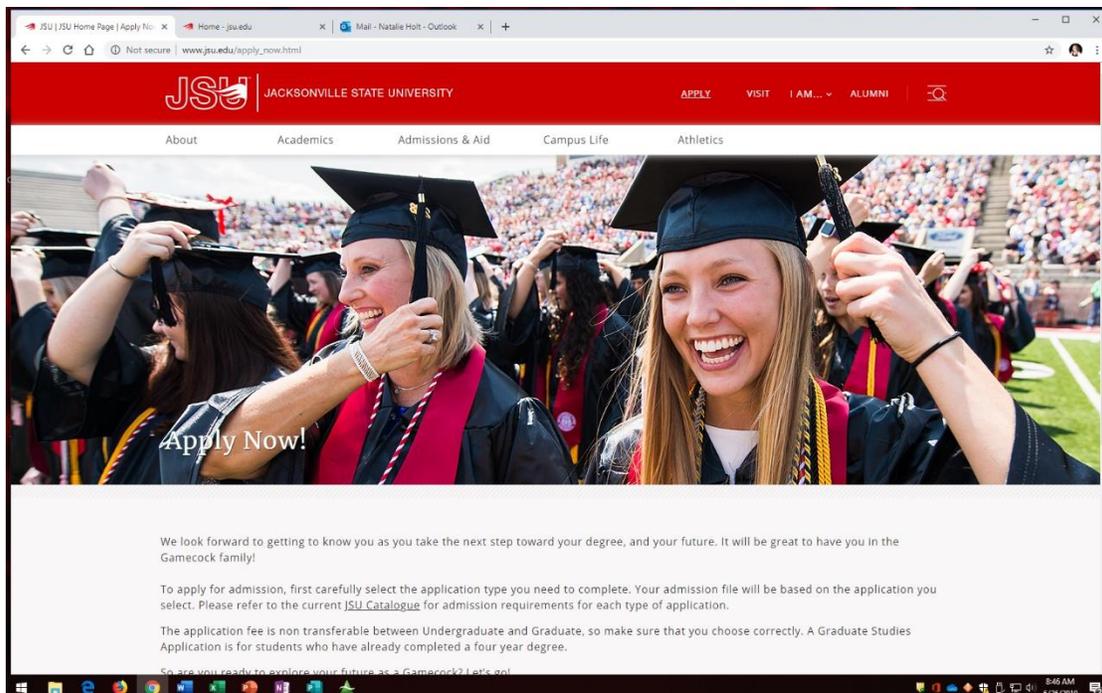
Contact your high school counselor or JSU Jump Start Dual Enrollment staff to learn more about prerequisite information. Students who want to take EH 101 are required to submit scores from ACT or SAT or complete the English EdReady in their MyJSU to a score of 90. For Math 112, a student must also complete the Math EdReady to a score of 80 in order to take the class. You can learn more about EdReady placement tests at [Learning Services](#).

Step One—Creating an Account

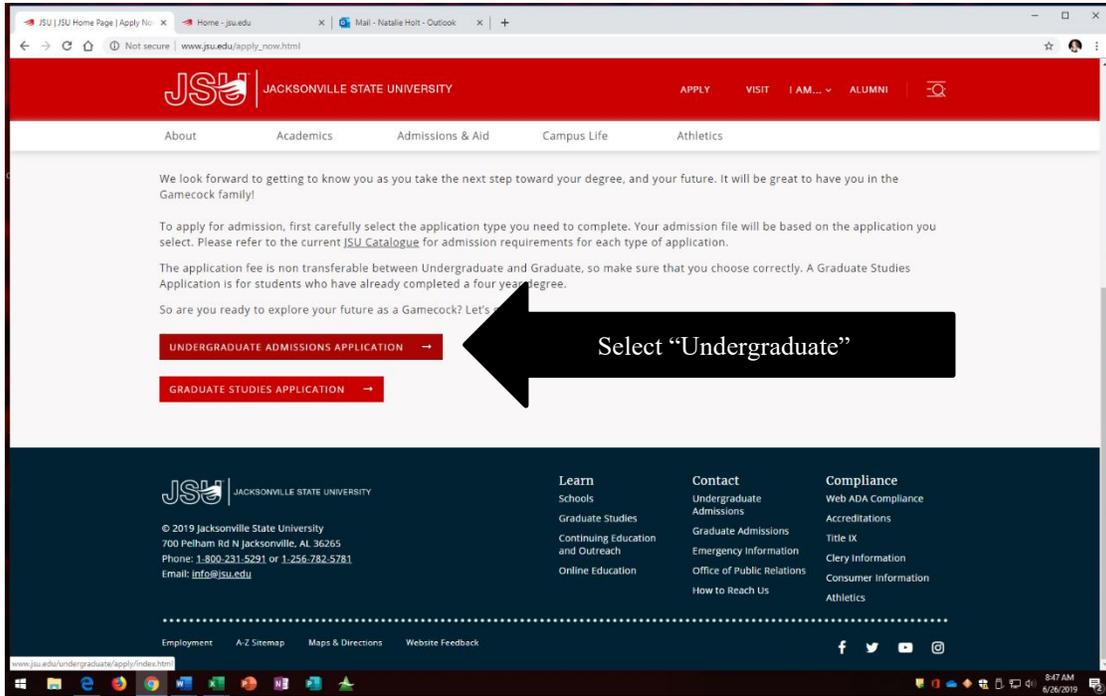
The first step for a Jump Start Dual Enrollment student is to apply to JSU. Please note *application* is different than *registration*. The application process simply assigns you the necessary tools for you to choose your classes (student identification number [ID], etc.). **NOTE:** All italicized terms are defined in the glossary section.



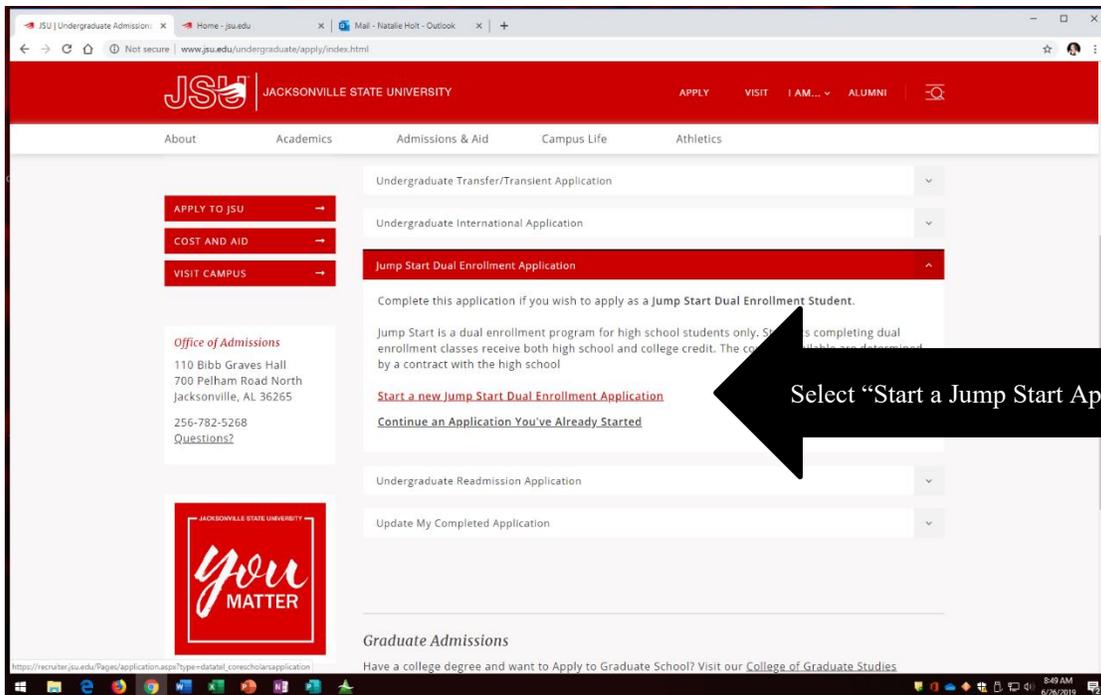
The following should be the next screen you see:



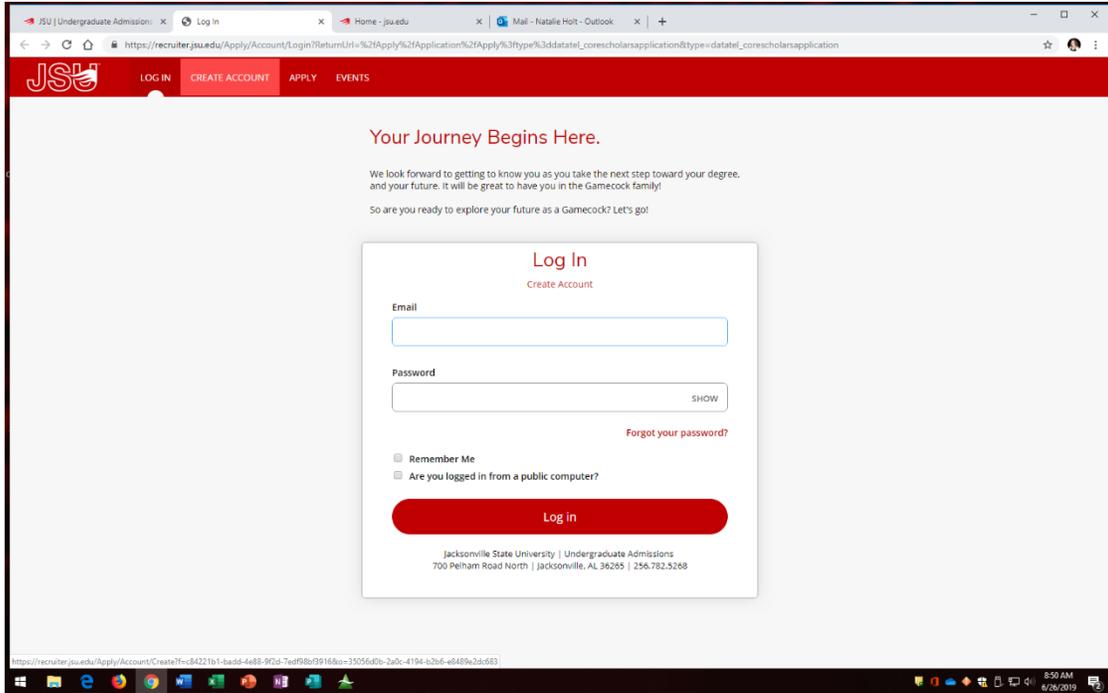
Upon selecting apply, you will have two choices regarding application. You will choose the *undergraduate* admissions application.



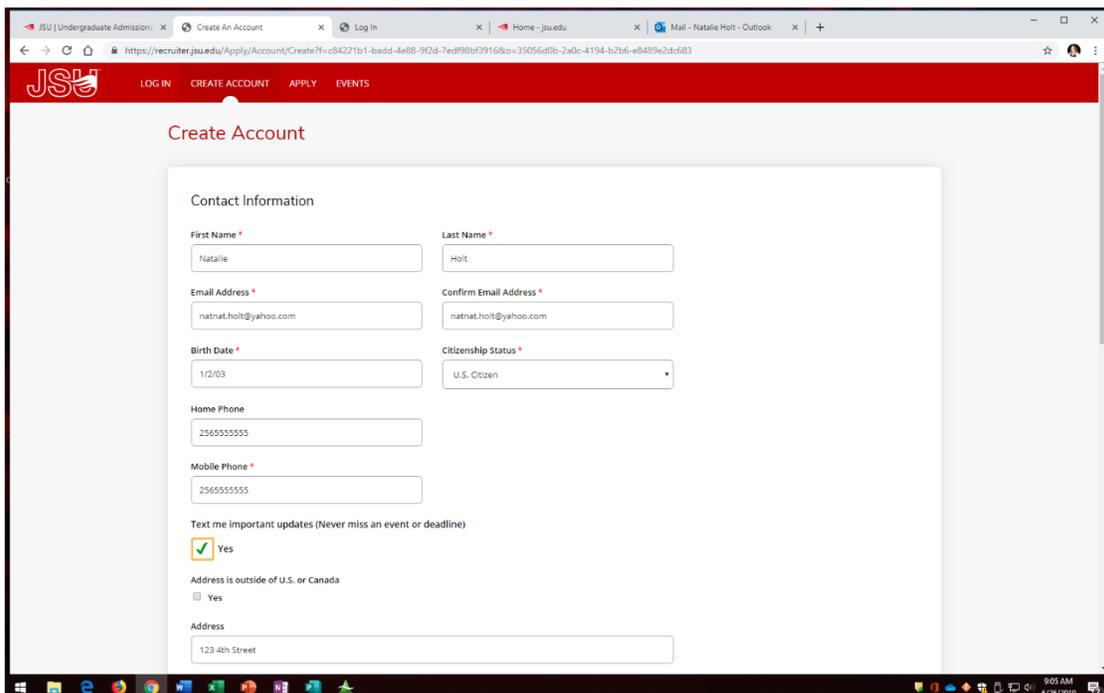
Upon selecting the undergraduate admissions application, you will have several choices regarding different applications (see above). Choose the free Jump Start Dual Enrollment Application (remember, the application is free!)



Once you have chosen the application tab you will begin by creating an admissions account. Choose Create Account.



Enter your personal email address (do not use school email address if possible) You will then enter your name, email address birth date, citizenship, home phone, and cell phone. Be sure to check “yes” on the “text me important updates” to be able to receive information from our office.



Enter your name and home address (i.e., where you prefer to receive mail). The enrollment information section will ask you the following questions:

The screenshot shows a web browser window with the URL <https://recruiter.jsu.edu/Apply/Account/Create?r=c84221b1-badd-4e88-9f2d-7edf95bf3916&o=35056d0b-2a0c-4194-b2b6-e8489e2dc683>. The form is titled "Create An Account" and contains the following sections:

- City:** Jacksonville
- State/Province:** Alabama
- ZIP/Postal Code:** 36265
- Enrollment Information:**
 - I Have:** Never attended college before
 - Anticipated Entry Term:** Fall 2019
 - Academic Program of Interest:** Drama - Performance
- Jump Start:**

Jump Start is a dual enrollment program for high school students only. Students completing dual enrollment classes receive both high school and college credit. The courses available are determined by a contract with the high school.

I am interested in Jump Start?

 Yes
- Account Information:**

Password *

Confirm Password *

- *I have:*
 - Never attended college before – this is your first time taking dual enrollment courses
 - Attended college before – you have taken dual enrollment courses through another institution prior to now.
- *Anticipated entry term*—This will be the semester you plan on starting your dual enrollment classes. For example, below the student has chosen the Fall of 2019. Please ensure you select the appropriate term for the classes you intend to enroll again.
 - **(NOTE: Once more, this is not to register you for your classes but to simply create your account. Upon acceptance to the program, you will receive an acceptance letter [see example acceptance letter in Appendix section]. This letter also does **NOT** indicate registration of classes only that you have been officially accepted into the Jump Start Dual Enrollment Program.)**
- *Academic program of interest*—This selection is the subject area that you intend to major in when you become a college student (not the subject of the class you will be attending).
- The last question simply clarifies once more that you are a high school student interested in the Jump Start program. Select “yes”

City
jacksonville

State/Province
Alabama

ZIP/Postal Code
36265

Enrollment Information

I Have *
Never attended college before

Anticipated Entry Term *
Fall 2019

Academic Program of Interest
Drama - Performance

Jump Start

Jump Start is a dual enrollment program for high school students only. Students completing dual enrollment classes receive both high school and college credit. The courses available are determined by a contract with the high school.

I am interested in Jump Start?
 Yes

Account Information

Password *
Confirm Password *

The major in which you are most interested.

Select the term in which you will be starting your dual enrollment class.

Click yes!

Anticipated Entry Term *
Fall 2019

Academic Program of Interest
Drama - Performance

Jump Start

Jump Start is a dual enrollment program for high school students only. Students completing dual enrollment classes receive both high school and college credit. The courses available are determined by a contract with the high school.

I am interested in Jump Start?
 Yes

Jump Start Term of Interest *
Fall 2019

Account Information

Password *
Confirm Password *

Password Question *
if you forget your password, we will ask you this question in order to reset it.
Mom's maiden name

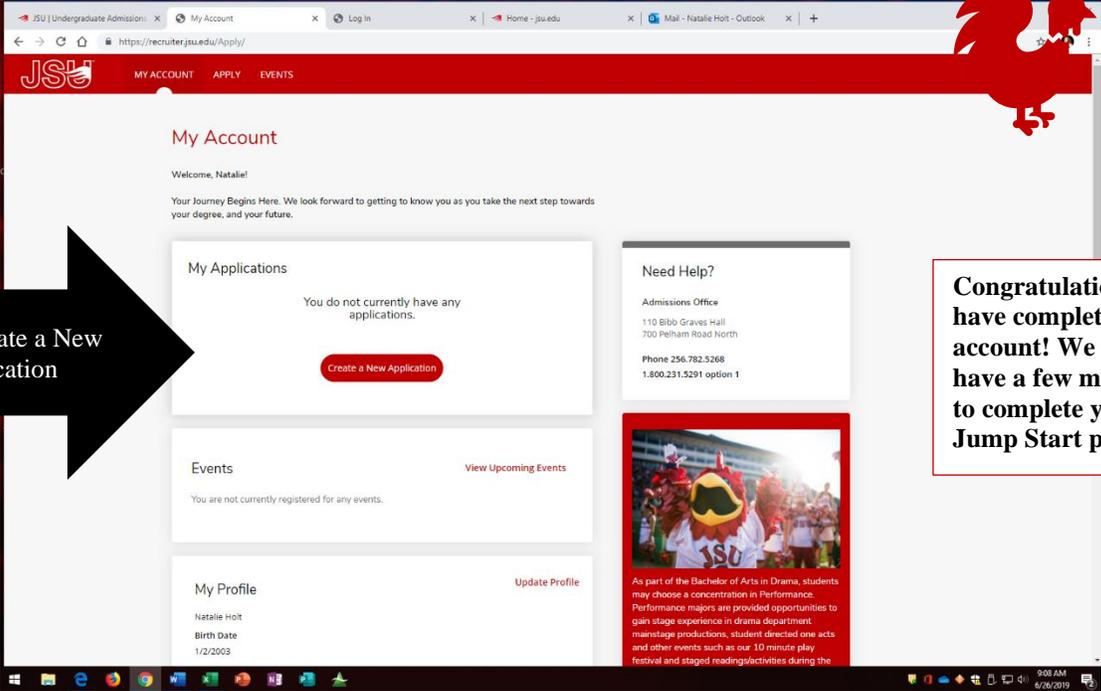
Password Answer *
if you forget your password, you must provide this answer in order to reset it.
Smith

Create Account

RECORD YOUR PASSWORD AND PROMPT!!!

Select the term in which you will be starting your dual enrollment class.

- If you forget your password you can fill out this [form](#) to reset your password or you may call 256-782-8324 for assistance.
- Your password question does **NOT** have to be a question. You may choose a statement, such as the one above, “mother’s maiden name” and “Smith” are good examples of password prompts. It is in your best interest to choose something that does not change to help you remember your prompt. Again, this may be something you would want to make note of for future use. Once you have completed all the required information you can select “create account.”



The screenshot shows a web browser window displaying the 'My Account' page on the JSU recruitment portal. The page has a red header with the JSU logo and navigation links for 'MY ACCOUNT', 'APPLY', and 'EVENTS'. A red rooster mascot is in the top right corner. The main content area includes a welcome message for 'Natalie', a 'My Applications' section with a 'Create a New Application' button, a 'Need Help?' section with contact information for the Admissions Office, an 'Events' section, and a 'My Profile' section. A black arrow points to the 'Create a New Application' button with the text 'Select Create a New Application'. A red-bordered box on the right contains the text: 'Congratulations! You have completed your account! We still have a few more steps to complete your Jump Start process.'

Once you have created an account with Jump Start it may take a few days before you have the option to complete an application for the semester. Once you see the above icon, you will begin your application for the semester. Choose Create a New Application to get started.

Step Two—Complete Your Application!

- ✓ Create Account
- Complete Application
- Registration

The screenshot shows a web browser window displaying the JSU application form. The form is titled "Application" and contains two dropdown menus: "Entry Term" (set to "Fall 2019") and "Academic Program" (set to "Jump Start Dual Enrollment"). Below the dropdowns are "Back" and "Submit" buttons. Two callout boxes with arrows point to the form: one on the left pointing to the "Entry Term" dropdown with the text "Select the term you will be attending your class.", and one on the right pointing to the "Submit" button with the text "Select Jump Start Dual Enrollment and click 'submit.'".

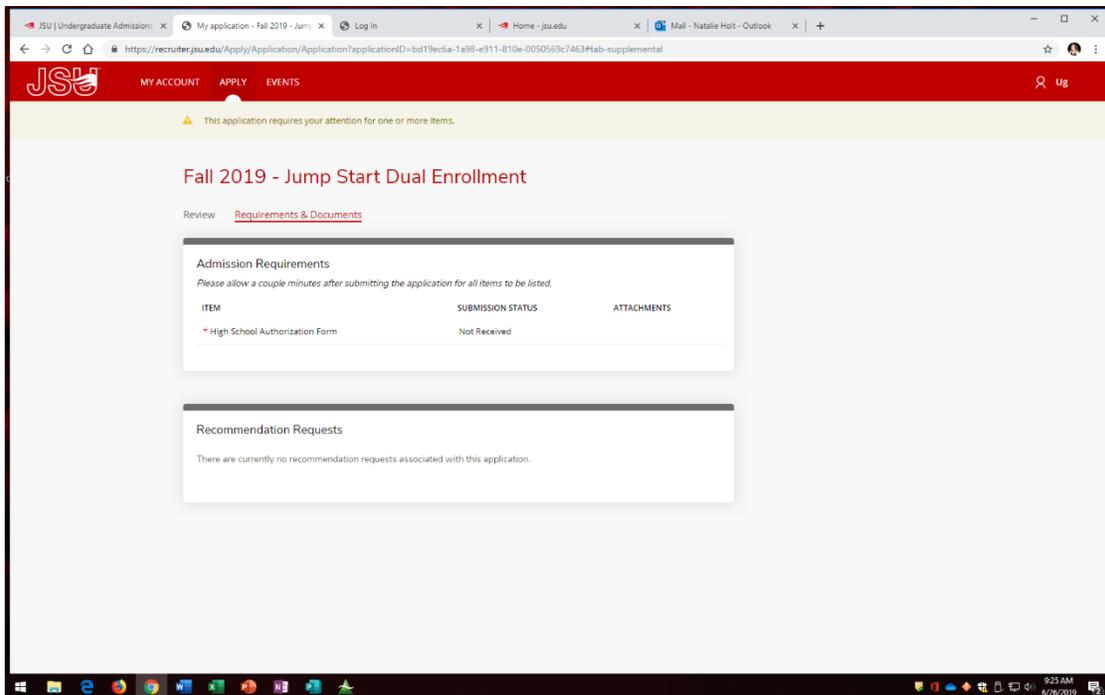
The screenshot shows a web browser window displaying the JSU application form. The form is titled "Signature" and contains a section for "Consent for Academic Release" and a section for "Disciplinary History". The "Consent for Academic Release" section includes a checkbox labeled "I agree" which is checked. The "Disciplinary History" section includes a question: "Have you received disciplinary action from any institution of higher learning you have attended?". Below the question are radio buttons for "Yes" and "No". A callout box with an arrow points to the "Yes" radio button with the text "Only select yes if you have formally been charged with a crime.".

The above page covers some important information. The Consent for Academic Release discusses the *Family Educational Rights and Privacy Act (FERPA)* of 1974. By law, JSU cannot release any of your academic information to your high school without your consent. The box is already defaulted to I accept, but if you do not give consent, we cannot apply credit for your classes, release your pin number to enroll in your chosen classes with your counselor, or apply your grades to your overall GPA at your high school. For this reason, you must agree to provide consent for the program to communicate effectively with your high school.

Disciplinary history covers any action that involved law enforcement to include felony indictment or other recorded crimes **NOT** in-school suspension or conversations with high school administration. Select “no” if you have never been indicted of a crime by law enforcement. Select “yes” if you have been indicted of a crime, and if you have further questions please contact the coordinator of Jump Start Dual Enrollment.

The certification portion of the page is like a user agreement in which you would agree to terms and conditions (e.g., updates for your phone, etc.). This section discusses that you understand your admittance to the program is based on verification of your high school transcript and test scores. Select “yes” if you understand these items must be verified. The second question confirms that you will abide by the Student Code of Conduct and serves as your “signature” to adhere to all of JSU’s policies and procedures. Select “yes” if you agree to abide by JSU’s Student Code of Conduct.

Once you have completed your selections you should move to the next screen.



- In order for your application to be complete, The *High School Authorization Form (HSAF)* is required by your high school in order for you to take dual enrollment classes. For most schools, this form is completed by the counselor and/or administration and is sent via email to Jump Start Dual Enrollment staff. Your application is not complete without this form.

Step Three—Registration

- ✓ Create Account
- ✓ Complete Application
- Register!

A few notes:

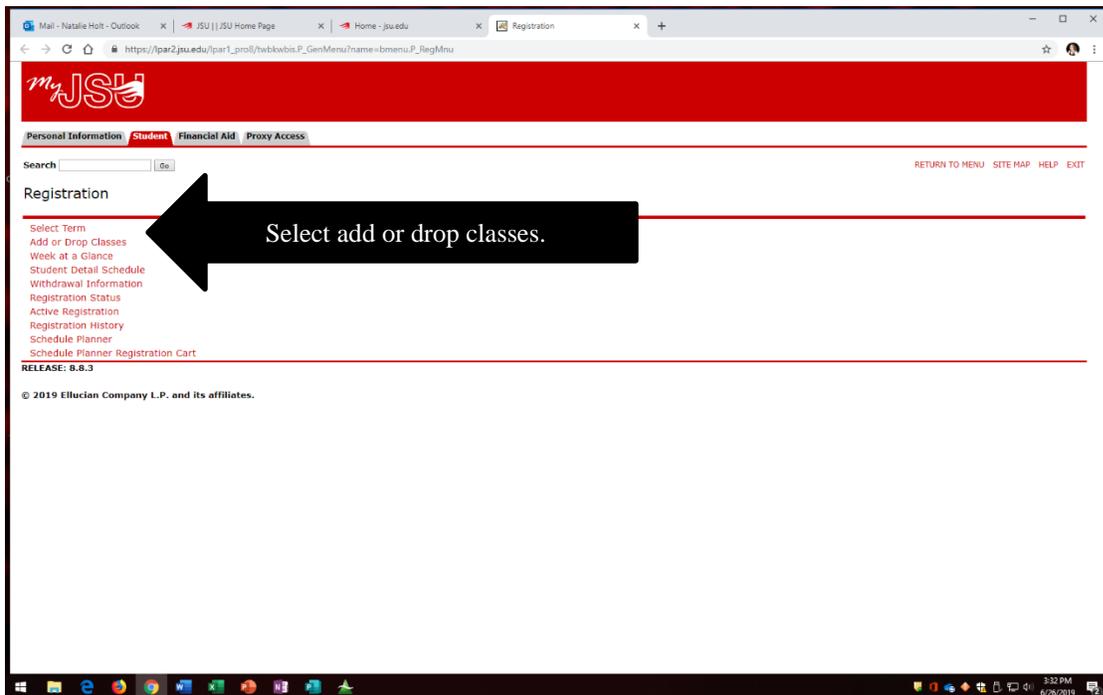
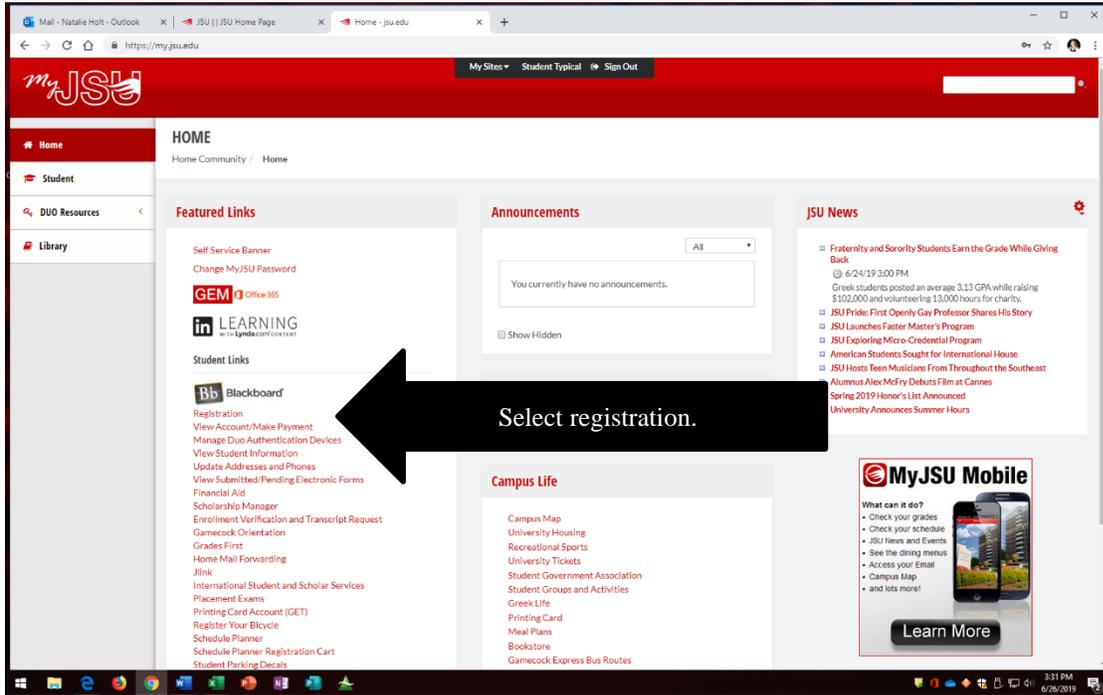
- The student is responsible for registering for their JSU classes through the MyJSU system
- Dual classes may be listed on the high school schedule received from the high school counselor, but that is not proof of JSU course registration
- High school counselors will be supplied with a CRN sheet prior to the registration visit. Prior to the Jump Start staff member coming to the school for the Registration visit, complete the [Course Selection Form](#). Please have this sheet filled out and signed by your counselor prior to the visit

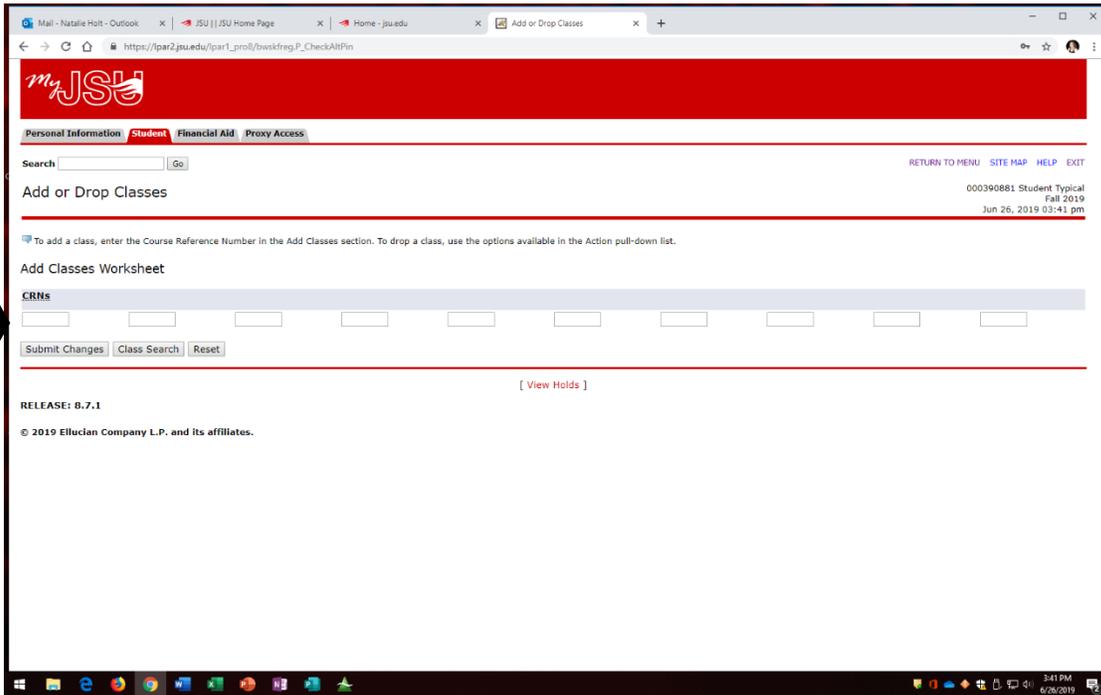
Step by Step Instructions:

1. Log in to *MyJSU*. (this information is found through your acceptance letter/email)
NOTE: If you have forgotten your password you will need to go to “Forget password?”, read carefully, and follow directions.
2. Click “Registration” under Student Links.
3. Select Add or Drop Classes.
4. Select upcoming term and click Submit (Example Fall 2019).
5. You may have to “agree” to the Terms and Conditions message.
6. Click on the blank rectangle and enter the *Course Registration Number (CRN)*(s) for the course(s) you want to take (One class/CRN 5-digit number per rectangle).
7. Click Submit Changes.
8. Return to menu to check “Active Registration.” Print or screenshot for counselor. Make sure to do a true screenshot, not a picture with your phone.
9. Pay for classes in MyJSU through the “View Account/Make Payment” link. You can also set up a payment plan here.

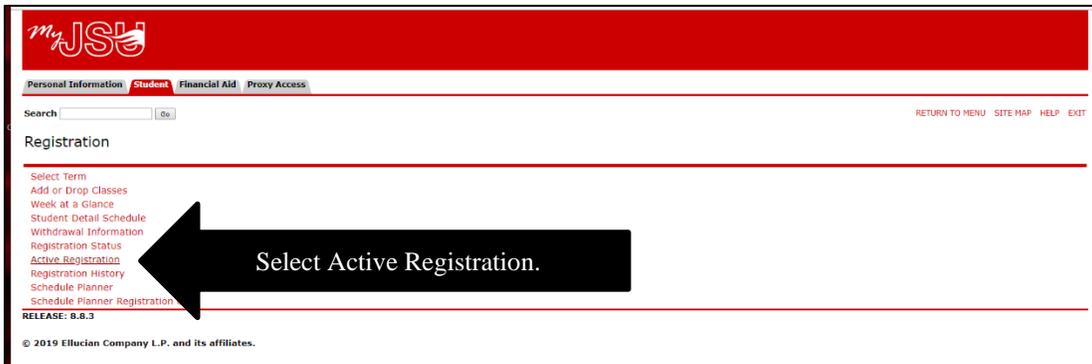
Screen shots are below for a visual reference

After logging into your MyJSU, you will need to select registration.





- To ensure registration go to Active Registration. You can go back to the page where you saw Add/Drop Classes



- You will be able to see each course that you are listed for in Active Registration along with the Instructor

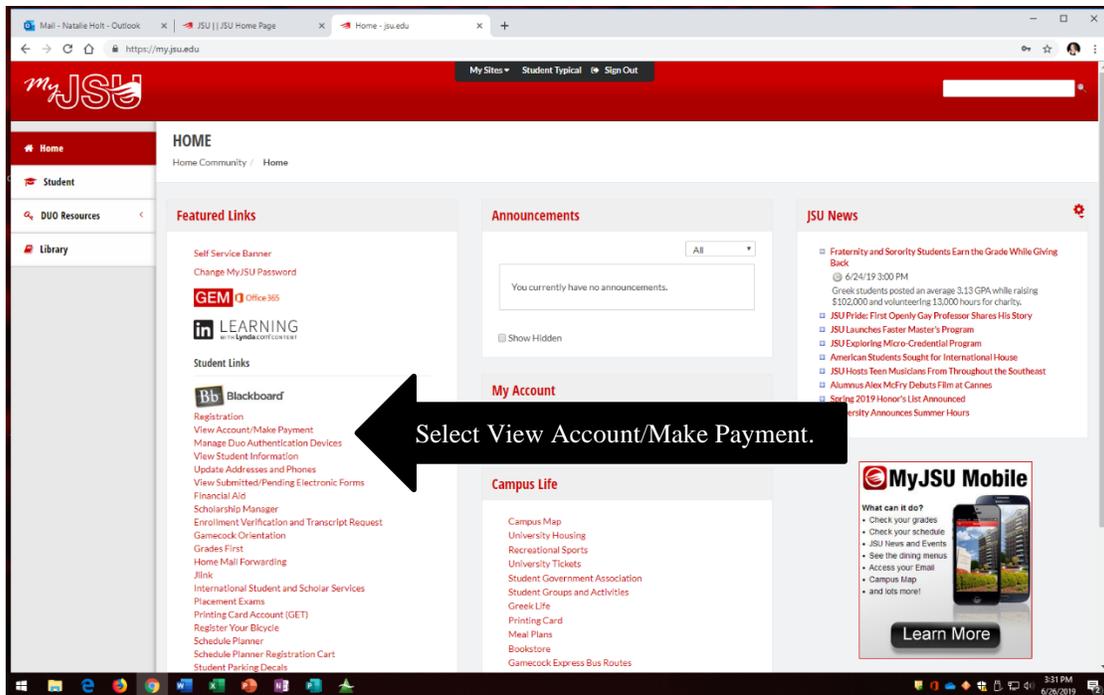
Dropping a Class

If you are dropping a class, a few notes:

- The student must drop through MyJSU in the Add/Drop Section (like it is shown above) The high school counselor or JSU counselor is not allowed to do this.
- The GPA (college AND high school) can be affected.
- Your Satisfactory Academic Progress (SAP) for financial aid in the future can be affected.
- You must drop a class before the payment deadline or you will still be responsible for paying for the course, unless it is before a date where you receive a % of the cost back (*i.e. you have not paid for your course at all, but you drop the course after payment deadline and before the date where you can receive 50% refund, then you are still responsible for half the cost of the class*). *If you drop a course and remain enrolled in another course you do not receive any refund.*
- Consult with your high school counselor or Jump Start Dual Enrollment counselor if you are considering dropping a course.
- Per the Alabama State Department of Education (ALSDE), if a student withdraws from any course during a semester, the student will be suspended from the program for one semester and this cannot include the summer semester.
- Please see SAP policy below.

Making Payments

1. Log into your MyJSU account and select View Account/Make Payment.



2. Set up the Duo Account which provides an extra layer of protection for financial information.
 - a. Need access to mobile device, tablet, or laptop, for the authentication process
 - b. There is a tutorial through MyJSU if extra assistance is needed
 - c. Once a device is enrolled, an authentication code will be sent to the student and the Duo app will be installed. This app will allow students instant access to review their account and will provide an easy method for payment.

- Employee
- Faculty
- Student
- DUO Resources**
- Getting Started
- How to Enroll
- Device Management Portal
- DUO FAQ
- Library
- Banner 9 Information

Duo Enrollment Guide



Step 1 - Start Enrollment

Access the [DUO Device Management Portal](#) or a Duo Protected Application for the first time.



Protect Your Jacksonville State University Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

Powered by Duo Security

[Start setup](#)

Step 2 - Device Type

Let Duo know what type of device you are enrolling



What type of device are you adding?

Mobile phone RECOMMENDED

Tablet (iPad, Nexus 7, etc.)

[What is this?](#) [Need help?](#)

[Continue](#)

Payment Options

There are several options for the method of payment. You may pay the balance with a credit card (MasterCard, Visa, or Discover), check, or you can set up a payment plan. The plan is optional and requires a \$50.00 (non-refundable) set-up fee per semester that is due at the time of enrollment in the plan.

Payment Plan

- Must be in good financial standing with the university.
- Must pay all prior semester charges in full.
- Must have current semester charges listed on student account prior to enrolling in the payment plan.

What does it cover?

University charges (may include but not limited to):

- Tuition
- University Fees*
- University Housing and Residential Dining Program (if applicable)
- Miscellaneous charges such as Student ID fee, late registration fees, and graduation fees

*Jump Start students do not currently pay fees.

How does it work?

- The current semester balance less any partial payments, scholarships or third-party payments will be divided into equal installments (**NOTE:** Jump Start Dual Enrollment students are not eligible for financial aid or Pell grants. Please see the scholarship section for more information about eligibility for the Jump Start scholarship).
- Students are required to enter a valid debit/credit card (MasterCard, Visa, or Discover) or a valid checking/savings account for automatic payment processing on the installment dates. (Please allow 3-5 days for a Web Electronic Check to clear your account).

How do I enroll?

Step 1: Login in to MyJSU

Step 2: Choose "View Account/Make Payment"

Step 3: Payment Plans

Step 4: Enroll Now

Step 5: Select Term

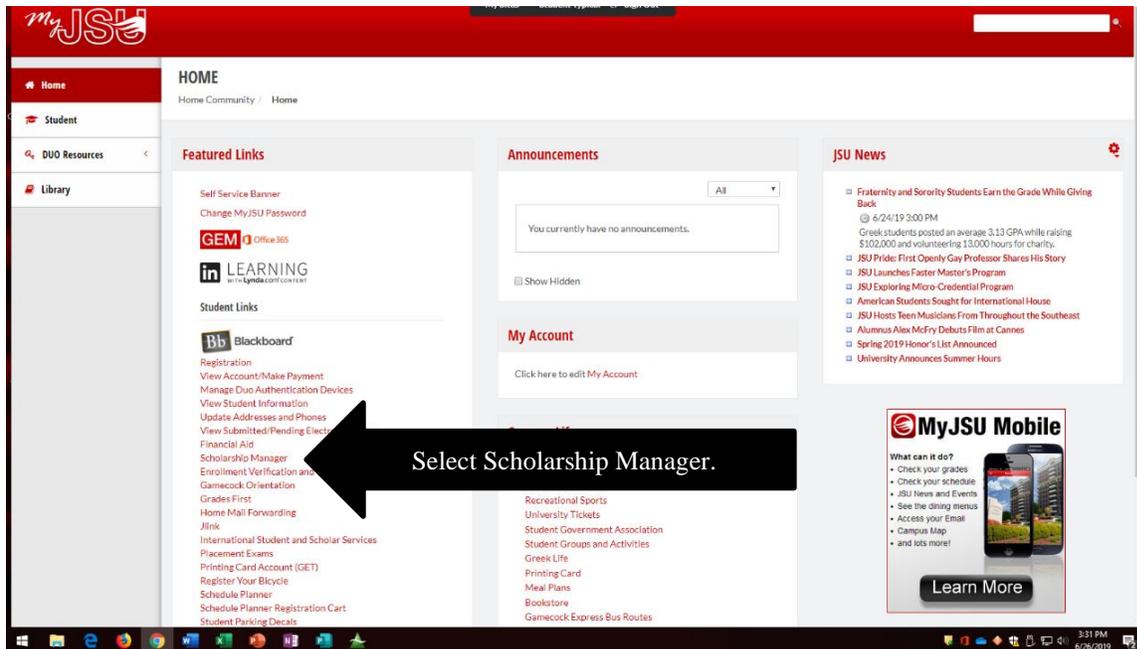
What else do I need to know?

- Students must be enrolled in the plan no later than the payment due date in order to keep their classes.
- If you drop a class, after the last day to receive 100% refund, you are still responsible for the balance. The installments will be processed on the designated installment dates using the payment method you provided.
- If you withdraw from the university, after the last day to receive a refund, you are still responsible for the balance. The installments will be processed on the designated installment dates using the payment method you provided.
- There will be a \$30.00 fee assessed for each automatic installment that cannot be processed.
- The university reserves the right to assign delinquent accounts to a collection agency. The student will be responsible for all collection costs.

For more information about payment plans, please visit <http://www.jsu.edu/bursar/PaymentPlan.html>.

Scholarships

Every dual enrollment student should apply for a scholarship. Once you have logged into your MyJSU account you will see Scholarship Manager located on the left portion of your screen:



To check to see if you have received a scholarship you will need to select Scholarship Manager.
To receive the scholarship:

1. Accept the award (note the option to Complete Award)
2. Sign an agreement to the terms and conditions of the scholarship (without completing the agreement, the funds will not post onto your student account)

Federal Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), extends to Jump Start Dual Enrollment students. Under FERPA provisions, a release form is required from students in order for information to be released to parents, counselors, and teachers. For new students applying to the program, this release form is embedded within the digital admissions application. Since the information contained in FERPA is vast, a link is provided to JSU's page on [FERPA Information](#). All parties are encouraged to read over the information on the webpage.

Transcripts

Jump Start Dual Enrollment students will be issued credit upon completion of the course. A transcript will be issued per student's request. Visit [Student Transcripts](#) for more information.

Adjunct Faculty/Instructors for Dual Enrollment Classes

All JSU Adjunct Faculty are held to high academic standards. All adjuncts have been awarded a master's degree, and they have completed at least 18 graduate hours in the field in which they teach.

Additional Costs—Textbooks and Online Programs

Jump Start students pay half of the rate of normal tuition and currently they do not pay any fees (Rec Center Membership is additional fee), but there are possible costs associated with classes that every student pays for courses. For example, textbooks and online programs are additional costs and are subject to the department's preference. (NOTE: J-STEAM students scholarship covers tuition costs and textbooks.)

Disability Support Services (DSS)

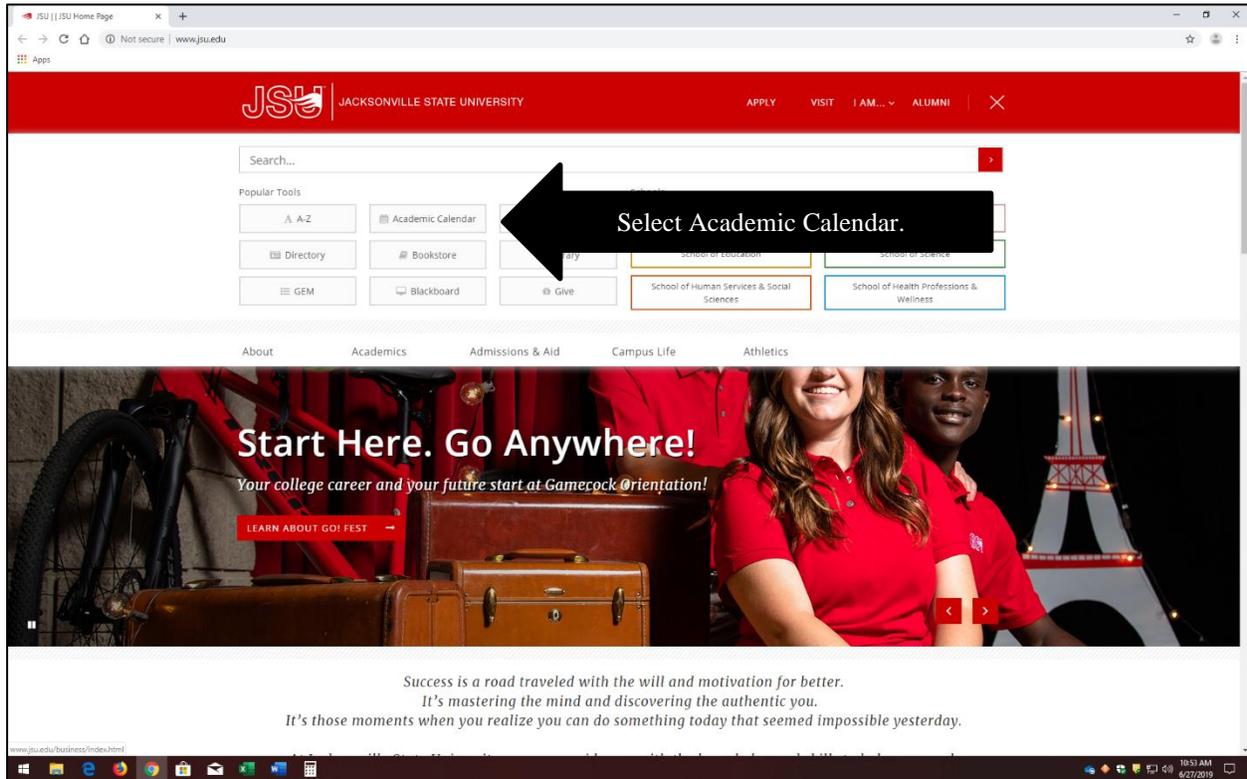
Jump Start Dual Enrollment students with disabilities are encouraged to contact DSS with any questions they might have concerning utilizing DSS support. Please visit the [Disability Support Services](#) webpage for more information.

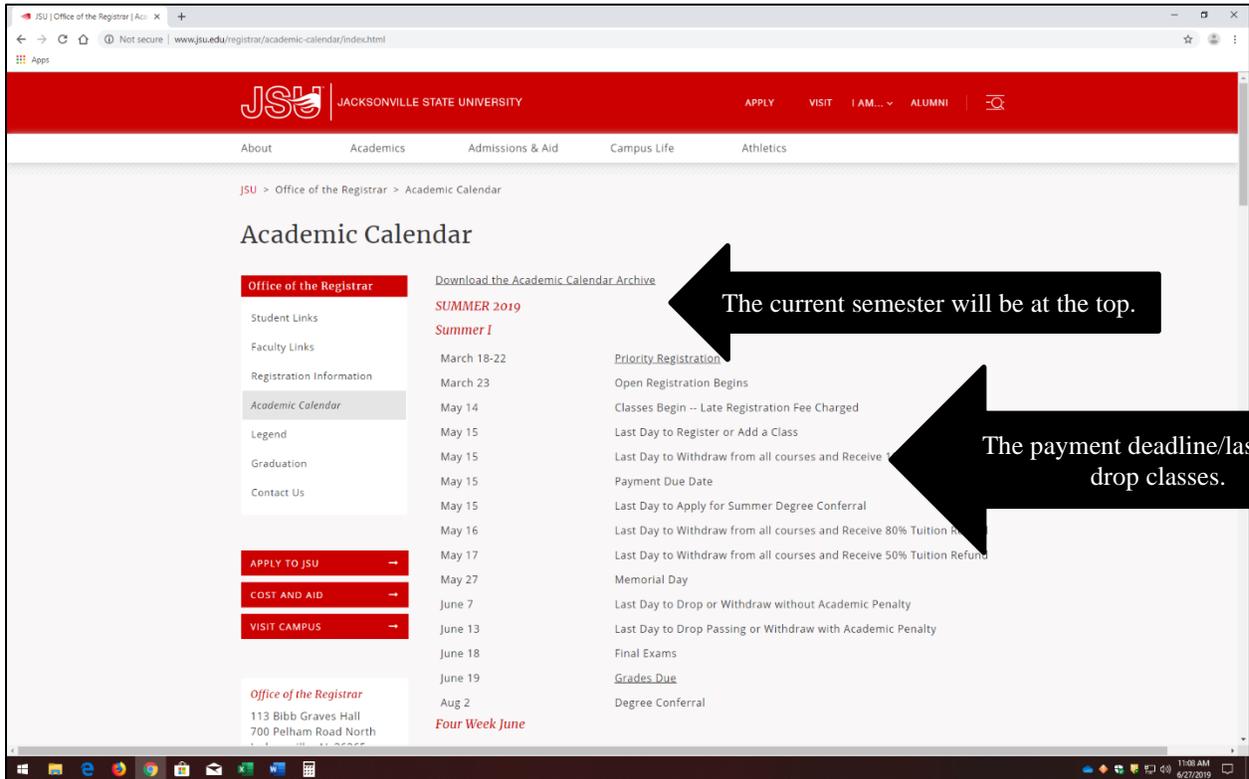
Satisfactory Academic Progress

Per federal law, students are required to show Satisfactory Academic Progress (SAP) while completing college credit in order to qualify for federal loans and grants. For our Jump Start students, this is an important point to consider when dropping classes. For example, if a student drops a class and wants to continue in the program it will be necessary for the student to take two classes before they graduate high school and finish successfully. These are federal mandated guidelines; therefore, it is recommended to seek advisement from your counselor and the Jump Start staff. For more information on this policy, please call the Office of Student Financial Services at (256) 782-5006.

Important Dates to Remember

The JSU calendar and important dates to remember change based off of the semester's schedule. The best way to stay current on due dates for payment, etc. is to visit the academic calendar. Enter the website address www.jsu.edu and choose Academic Calendar. Below are screenshots on how to find the calendar:





Important Dates to consider:

- Payment Due Date
- Last day to drop the course and receive any refund. (if you should drop the class you **MUST** be aware of the JSU dates and not your high school calendar.)

Student Services—Student IDs, Rec Center, Library, Games

Jump Start Dual Enrollment students receive some of the same benefits as other JSU students. They are able to have a student ID made on campus, utilize the services of the library including book checkout and copy machine services, attend tutoring sessions on campus, and use the writing lab. Students may also join the new Rec Center with the following stipulations:

- Students will pay the normal student rate for membership to the rec center, which is \$190 per semester.
- Students must be 17 or older. Students who are 17 are required to have a waiver signed by a parent/guardian at the University Rec Center.
- A student must be enrolled in a class to be eligible for membership.

Online Classes—Test Proctors

If a student is taking an online course that requires an approved JSU test proctor, contact JSU Testing Services at (256) 782-5475 for more information or by visiting <http://www.jsu.edu/ccservices/proctor.html>. If a student is participating in online class offerings and located some distance from JSU, tests may be taken at a local community college or four-year university testing center. For more information about testing center options, please contact the JSU Jump Start staff.

Jump Start Dual Enrollment Appeals Board

The Jump Start Dual Enrollment Appeals Board is comprised of a group of JSU faculty and staff members to review appeals from dual enrollment students. These appeals may concern charges applied to the student's account or a grade issued to the student from a JSU adjunct faculty member. The board reviews a letter and supporting documentation provided by the student to the Dual Enrollment Assistant Director and counselor of the high school. The Assistant Director acts on the student's behalf by presenting the letter and documentation to the board members. The members will decide on the course of action, and the student will be informed of this decision by JSU email. All decisions from the board are final and all appeals must occur within the academic year the charge/grade is applied.

Troubleshooting-Locked Out of Accounts

Locked out of MyJSU

As a dual enrollment student it is important to maintain record of your various log-ins and passwords to your JSU accounts. Most students start a note in their phones or keep a document close by with all of their information. The Jump Start office does not have record of your password. If you are locked out of your MyJSU account try the following tips:

- Can't remember your username? It should be the same as your JSU email without the @stu.jsu.edu. If you still can't remember try looking yourself up on the JSU student directory at <http://www.jsu.edu/people-finder/index.html>.
- If you can't remember if you have ever logged in before you will use your six-digit birthdate to set up your account (e.g., 010204).
- If you know you have set up your MyJSU the fastest way to recover your password is to select Reset Your Password option. You should receive an email prompt to your JSU email that will assist you on changing your email.
- If you are having trouble creating a password remember to add varied symbols such as Gran\$2004, which uses a capital letter, a number, and a symbol. After you have changed your password, make sure you make note of it somewhere in your phone.

Locked out of JSU Email (GEM) Account

If you are locked out of your GEM account you will need to go through the steps after you have selected the Forgot Password option. The fastest way to reset your email is to have an authentication text sent to your cell phone, but if you do not have access to a cell phone you can have an email prompt sent to another email address. After you have completed these steps you should be able to reset your password for your GEM account. It is important to check your GEM account for information regarding scholarships, Jump Start communication, as well as messages from your instructors.

Appendix

Acceptance Letter

Once you are accepted to JSU you will receive an acceptance letter like the example below. This acceptance letter will contain important information, such as your JSU student ID number, email address, default password to your email (until you log in and change it), your MyJSU username and a default password. This letter indicates acceptance **ONLY** and does not indicate you have registered for classes.

November 2, 2019

Jane Doe
123 Boulevard
Jacksonville, AL 36265

JSU ID Number: 123456789

Dear Jane:

I am pleased to welcome you to Jacksonville State University as a Jump Start Dual Enrollment student for the Fall 2019 semester. As a dual enrollment student, you will have access to student services including tutoring services, counseling and disability support services, career services, and much more! Now that you are a JSU student, I recommend you follow a few steps to get started:

- Setup your online student accounts (information listed below)
- Connect with your school counselor for course advisement
- Attend a summer Jump Start Dual Enrollment workshop (check your email soon for an invitation)

Please note that Jump Start Dual Enrollment students must maintain a “C” average or better in all attempted JSU coursework and a “B” average in high school. You may visit our website for more information about the program at <http://www.jsu.edu/undergraduate/accelerated.html>.

Again, we are very pleased to have you as a dual enrollment student at Jacksonville State University. Should you have any questions regarding your admission into the Jump Start Dual Enrollment Program, you may contact the Office of Admissions at (256) 782-5268 or admissions@jsu.edu.

Sincerely,



Lauren T. Findley
Director, Undergraduate Admissions & Recruitment

Email Address:	cocky1@stu.jsu.edu
Default Email Password:	Visit http://www.jsu.edu/geminfo for information on accessing your account.
MyJSU Username:	Same as your Email Address without the @stu.jsu.edu
Default MyJSU Password:	Birth date in the format ‘MMDDYY’

The High School Authorization Form (HSAF)

The High School Authorization Form is a required document for the enrollment of a Jump Start student. This form comes officially from your high school most often through the guidance counselor's office.

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High School Authorization Form Accelerated/Dual Enrollment High School Program

High School Name: _____ Principal Name: _____

Address: _____

City: State: Zip: _____

High School Phone Number: _____

Student Name: _____ Date of Birth: _____

Student Present Overall GPA: _____ Last 4 digits of SSN: _____

Student Expected Graduation Date: _____

A student may be admitted as an accelerated high school student by meeting the following conditions:

- Applicants must have earned a "B" average or better beginning with ninth grade work.
- Applicants must have completed the ninth grade before enrolling as accelerated students.
- Applicants must submit a High School Authorization Form.
- Applicants must submit a Jump Start Dual Enrollment Application to the University.

Dual enrollment credit for high school units may be granted by the school system. High school units may be earned in addition to college credits with the permission of the superintendent. Accelerated students are subject to all rules and regulations of the University as well as its rights and privileges. Accelerated students may register for 100 or 200 level courses in any academic field in which the student has completed high school requirements and/or prerequisites. Accelerated students must maintain a "C" average or better in all attempted coursework and a "B" average in high school.

I hereby certify that the above named student meets all Accelerated High School and/or Dual Enrollment Dual Credit eligibility requirements as set out by the Alabama State Board of education and above listed high school. I request that this student be approved for Accelerated High School and/or Dual Enrollment Dual Credit Programs at Jacksonville State University.

Principal or Counselor Name (type or print)

Principal or Counselor (signature)

Please email to:
jumpstart@jsu.edu

Jump Start Dual Enrollment
700 Pelham Road North
Jacksonville, AL 36265
Phone: (256) 782-5141
Fax: (256) 782-5953

Updated Form 5/30/2019

Course Selection Form

JACKSONVILLE STATE UNIVERSITY
Jump Start Dual Enrollment | COURSE SELECTION FORM

STUDENT NUMBER _____ NAME _____
 LAST FIRST MIDDLE

PHONE NUMBER _____ SCHOOL _____

EMAIL _____

(CIRCLE ONE) FALL SPRING SUMMER 20__

CRN# (COURSE REGISTRATION NUMBER)	DEPT	COURSE NUMBER	SECTION	COURSE TITLE	CLASS HOURS & DAYS	INSTRUCTOR	CLASS LOCATION / ROOM & BLDG

I AFFIRM MY UNDERSTANDING OF THE FOLLOWING:

- REGISTRATION AND PAYMENT PROCEDURES OF JACKSONVILLE STATE UNIVERSITY.
- DROPPING COURSES THROUGH MYJSU IF I NEED TO DROP. I UNDERSTAND THAT IF I DROP A COURSE, I WILL BE SUBJECT TO A ONE SEMESTER SUSPENSION FROM THE DUAL ENROLLMENT PROGRAM. I ALSO UNDERSTAND THIS COULD POTENTIALLY AFFECT MY FINANCIAL AID WHEN I AM A FRESHMAN IN COLLEGE.
- I UNDERSTAND THAT I AM RESPONSIBLE FOR PAYING FOR THE COURSE(S) OR SETTING UP A PAYMENT PLAN BY THE PAYMENT DUE DATE LISTED ON THE OFFICIAL JSU ACADEMIC CALENDAR.
- I AFFIRM THAT I HAVE READ THE SUPPORTING OUR STUDENTS (SOS) MANUAL AND AWARE OF MY RIGHTS AND RESPONSIBILITIES.

 Student Signature

 Date

I AFFIRM MY UNDERSTANDING OF THE RIGHTS AND RESPONSIBILITIES OF MY STUDENT LISTED ABOVE.

 Parent/Guardian Signature

 Date

THE STUDENT QUALIFIES TO TAKE THE SELECTED COURSE(S) PER MY SIGNATURE OF APPROVAL:

 Counselor Signature

 Date

Glossary

Application—An application is an online form a person fills out to become an official student at JSU. Upon admission, the student will receive an acceptance letter that will contain a username and temporary password, as well as a student identification number. It is a good practice to go ahead and sign into your MyJSU and email to create a personalized password. Ensure that you keep a record of your password for both your MyJSU and email. An application is not the same as registration. You will register for classes after you are accepted by the university—application is often the first step.

Course Registration Number (CRN)—A Course Registration Number or CRN is the number assigned to all JSU courses that are offered for the prescribed semester. In order for you to register you will need the CRN for the course you are planning on taking for the semester. The CRN can be provided by a Jump Start staff member or the counselor of your high school.

Family Educational Rights and Privacy Act (FERPA)—FERPA is a regulation passed in 1974. This law states that any higher educational institution cannot release any academic information to a high school or parent without your consent. Jump Start has created a FERPA release, which allows JSU to apply credit for your classes to the high school, release your pin number to enroll in your chosen classes with your counselor, and apply your grades to your overall GPA at your high school. If you applied for the first time in Fall 2019, you will have electronically signed a FERPA release. If you have been a Jump Start student prior to Fall 2019 you may need to have a FERPA release completed and on file.

High School Authorization Form—This form must be completed by the counselor or principal of your high school in order to properly process your application.

Jump Start Dual Enrollment Appeals Board—The Jump Start Dual Enrollment Appeals Board is comprised of a group of JSU faculty and staff members to review appeals from dual enrollment students. These appeals may concern charges applied to the student's account or a grade issued to the student from a JSU adjunct faculty member. The board reviews a letter and supporting documentation provided by the student to the Dual Enrollment Assistant Director and counselor of the high school. The Assistant Director acts on the student's behalf by presenting the letter and documentation to the board members. The members will decide on the course of action, and the student will be informed of this decision by JSU email. All decisions from the board are final and all appeals must occur within the academic year the charge/grade is applied.

Major—A major is the degree program that you intend on studying once you become a full-time student at an institution.

MyJSU—MyJSU is the dashboard all JSU students use to obtain information about classes, financial responsibility, scholarships, academic calendar, etc. It is the main platform students use to access all information regarding all things JSU.

Registration—Registration is the process a student takes to officially register for classes. This process is completed through the MyJSU platform, and the student will not receive a letter confirming registration. However, visit MyJSU to check current enrollment in courses.

Undergraduate—An undergraduate is a student that is registered to receive a Bachelor's degree at a university and may be a freshman, sophomore, junior, and/or senior.