



Joliet Junior College Dual Credit





Joliet West High School

February 2024

Joliet Junior College

Office of Dual Credit

OfficeofDualCredit@jjc.edu

What Is Dual Credit?

The Dual Credit program is a partnership between JJC and area high school and career centers. Junior and senior high school students earn both high school and college credit upon successful completion of Dual Credit courses.

Dual Credit Accreditation

JJC is accredited by the Higher Learning Commission. The HLC establishes guidelines to ensure academic integrity of Dual Credit programs at accredited institutions.

- Instructor Credentials

Instructors for Dual Credit courses are selected, employed and evaluated by the community college.

- Course Syllabus & Design

Dual Credit instructors syllabus and design are the the same as JJC instructors syllabus and design.

Dual Credit Student Responsibilities

Academic Honor Code

Students are expected to demonstrate integrity, honesty, and responsibility in completing their college level coursework.

Transferring

Accepting courses for transfer depends on the individual college or university. Students should contact their intended transfer institution directly to inquire about the transferability of their Dual Credit coursework.

Dual Credit Student Responsibilities

Withdrawals

If a student is not earning a “C” or better by the final drop date, it is time to consider a withdrawal. Failure to withdraw by the deadline may result in a failing grade on the student’s academic transcript.

Moving/Graduating Early

If a student moves or graduates early, the student must withdraw from the Dual Credit course. Failure to withdraw from the JJC course may result in a failing grade on the JJC transcript.

Dual Credit Academic Record

Dual Credit students begin their official college transcript with JJC. College credit is awarded immediately upon successful completion of each Dual Credit course. Students usually earn the same grade for both the high school course and the JJC course. Dual Credit grades will be part of the student's records throughout their college career.

Students enrolled in Dual Credit who do not earn a grade “C” or better will not be allowed to enroll in additional Dual Credit courses. These students are placed on Academic Caution.

FERPA & Parents

FERPA Guide for Parents of Dual Credit Students

The Family Educational Rights and Privacy Act of 1974 (sometimes referred to as FERPA) was designed to protect the privacy of educational records and to establish the rights of students to inspect and review their educational records.

Once a student turns eighteen, or attends school beyond secondary school, the rights of access to the student's records transfer to the student. **This includes students that are dually enrolled in high school and college.** This means that all academic information regarding your college student goes directly to the student unless the student has given specific, written permission to release that information to someone else. While parents naturally have an interest in their child's academic progress (and may even be paying for their education), they are not automatically granted access to their records.

[FERPA Information and Forms | Joliet Junior College \(jjc.edu\)](https://www.jjc.edu/ferpa)

Benefits of Dual Credit

Earn College Credit Prior to High School Graduation

Most Dual Credit courses are **transferable** and speed up the time to college degree completion.

Reduces Overall College Costs

JJC Dual Credit courses are offered to high school students at a reduced rate \$12 per credit hour, which is much more **affordable** than the cost of a college class offered at a traditional four-year university.

Student Access

Dual Credit students are considered JJC students, and therefore are granted access to JJC **resources and activities** on campus. Campus resources include free tutoring, college major and career planning, use of the JJC Library and 16 years and older with a signed waiver access to JJC Total Fitness Center.

Benefits of Dual Credit

Convenience

High School student can take courses as **part of the regular** school day.

Facilitates the Transition Between High School and College

Dual Credit courses help prepare students for the transition to college by engaging students in college-level work and **developing pathways** to degree attainment.

Enhances the Curriculum for High School Students

The addition of college coursework to high school curriculum **expands the options available** to high school students while adding college-level rigor.

Weighing the options

Dual Credit

- Earned college credit
- If students are below a “C” by final drop date, can withdrawal.
- Can help establish higher GPA and have a concrete grade for special admissions programs
- \$12 per credit hour at JJC
- Counts toward attempted credits for Financial Aid.

AP Exams

- Used for alternate credit and/or placement
- Must earn score of 3+ to earn credit
- May be a limited amount accepted (for JJC, it is 30 credits)
- Counted as a “C” grade for some special admissions programs at JJC
- Approx. minimum cost \$98 for 2024
- Counts toward attempted credits for Financial Aid.

Dual Credit Cost Savings

Reduces Overall College Costs

JJC Dual Credit courses are offered to high school students at a **reduced rate \$12 per credit hour**, which is much more **affordable** than the cost of a college class offered at a traditional four-year university.

12x12x12

Earn College Credit While in High School



If you are interested in earning college credit while taking some of your high school classes, then dual credit is for you!





**Take the JJC
12x12x12 Challenge:**

- Earn 12 hours of dual credit
- by the time you finish the 12th grade
- and pay only \$12 per credit hour!

Did You Know:

- High school students can take dual credit classes even if they have never taken Honors or AP classes.
- Dual credit students have access to JJC's academic support services such as the Tutoring & Learning Center and the Library.
- Dual credit students do not have to take a special exam at the end of the course to earn college credit. Passing the quizzes and exams that students take as a part of their joint high school/dual credit class is all that is required to earn college credit.

jjc.edu/12x12x12 • (815) 280-6927

Scan this QR code to learn more about 12x12x12:



12x12x12 Scholarship

\$500 SCHOLARSHIP!





- No application required.
- Students must have successfully completed a minimum of 12 credit hours of dual credit by the time they graduate high school.
- Students must register for a minimum of six credit hours at JJC for the term immediately following high school graduation (summer or fall only).
- For more information, email officeofdualcredit@jjc.edu.



JOLIET JUNIOR COLLEGE

1901

Dual Credit Courses Available for Joliet West High School

Course Name & Number	Prerequisite needed for JJC Credit * subject to change
<u>Rhetoric I- ENG 101</u>	English SAT 480+, ACT 19+, PSAT 480+ or JJC placement test Reading score of 246 & Writing score of 5 or higher
<u>Rhetoric II- ENG 102</u>	C or better in English 101
<u>Elementary Statistics- MATH 128</u>	Math SAT 530+, ACT 22+, PSAT 510+ or JJC placement test Math score of 40+
<u>MATH 142 - Accelerated Trigonometry/Pre-calculus</u>	Prerequisite(s): Appropriate Aleks placement score of 54 or above, PSAT 10 of 590, ACT 22+ or SAT 590 and verification of C or better in both semesters of Geometry from high school sent to JJC
<u>MATH 170 - Calculus with Analytic Geometry I</u>	Prerequisite(s): Appropriate placement score or minimum grade “C” in MATH 142 or Aleks score of 76
<u>CADD 101 - 2D Computer Aided Design and Drafting I</u>	C or better in both semesters of Geometry from high school sent to JJC or 60+ on JJC Geometry Placement test

SAT, ACT scores will need to be sent to admissions@jjc.edu

PSAT scores will need to be sent to PSAT@jjc.edu

JJC’s school code is 001699

Dual Credit Courses Available for Joliet West High School

Course Name & Number	Prerequisite needed for JJC Credit *subject to change
<u>BUS 110 - Principles of Customer Service</u>	No Prerequisite required
<u>ACCY 101 - Accounting I</u>	No Prerequisite required
<u>MKTG 101 - Principles of Marketing</u>	No Prerequisite required
<u>Personal Finance- FIN 100</u>	No Prerequisite required
<u>AS 106 - Automotive Fundamentals</u>	No Prerequisite required
<u>CA 106 - Applied Food Service Sanitation</u>	No Prerequisite required



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NOTES:

JJC Placement Testing for all Dual Credit Courses

Testing Sessions can be offered at the High School Campus for all Dual Credit Courses, Please check with your counselor for upcoming dates or visit JJC.edu/placement for hours and locations of JJC Testing Services.

- Students will need to have a JJC Dual Credit application on file prior to test date.
- It takes 24-72 business hours from the time a student completes the application until their MYJJC account is created
- Students will need a **physical photo ID to test-** HS, drivers license, passport
- Contact your counselor if you need to test for any Dual Credit course prerequisite.

JJC Disability Services

JJC Disability Services provides accommodations and support services like coaching, technology training, and assistive technology. We are here to help! If you are student with a disability and would like to register with us, please review the Registering with Disability Services section and complete the intake form. If you have questions about documentation, please review the Documentation Requirements section.

Please complete the Student Intake Form to request accommodations for classes and/or placement tests.

[Disability Services | Joliet Junior College \(jjc.edu\)](https://www.jjc.edu/disability-services)

JJC Testing Services

JJC Main Campus 1215 Houbolt Road, Joliet, IL 60431

Testing Services is located in Building A in room 1138 - 815-280-2261

- Students will need to have a JJC application on file prior to test date.
- It takes 24-72 business hours from the time a student completes the application until their MyJJC account is created
- Students will need a **physical photo ID to test-** HS, drivers license, passport
- Placement Testing is on a walk in basis
- Last test administered no later than one hour prior to closing.
- Please check the Testing Services webpage [Placement Testing | Joliet Junior College \(jjc.edu\)](https://www.jjc.edu/placement-testing) for locations, days and hours of operation.
- Testing questions email -testingserives@jjc.edu

College Board Accuplacer Reading & Writing Test

Accuplacer Exam, produced by College Board, is a computer-based, untimed test for reading and writing.

Students may attempt each Accuplacer test twice each semester if they have not begun an English course sequence. Students are eligible for a third testing attempt only after successful completion of Accuplacer remediation through JJC's Tutoring and Learning Center. Please visit the [TLC](#) for more information on Accuplacer remediation and how to request an appointment.

Preparation materials for the Accuplacer exam can be found at <https://accuplacer.collegeboard.org/student/practice>.

Scores are good for 48 months

College Board Accuplacer Geometry Test

Accuplacer Geometry exam, produced by College Board, is a computer-based, untimed test.

Can be taken 2 times in a 2 year period.

Students can borrow and use a scientific calculator during the Geometry test.

- Earning 60 or more points on Accuplacer Geometry test.
- Submitting to the Admissions Department a high school transcript showing completion of two semesters of geometry with a C or higher.
- MATH 119, 123, 124, 131, 138, and 142 require the geometry prerequisite

***Geometry scores never expire**

McGraw Hill Aleks Math Test

The ALEKS Exam, produced by McGraw Hill, is a computer-based, untimed math test.

ALEKS Math placement uses open-response questioning—not multiple choice.

The ALEKS test will provide an on-screen calculator when appropriate. Use of calculators not provided by ALEKS, is prohibited.

After taking the test for the first time ALEKS offers remediation modules students may access from home if they do not meet the required placement score. There is a 24 hour waiting period between each test attempt. A mandatory minimum of 3 hours must be completed in the ALEKS Prep and Learning modules before testing attempts 3, 4 and 5.

ALEKS remediation is a great way to boost SAT scores.

Scores are good for 24 months

To enroll in dual credit classes, you will need to fill out a dual credit application below.

How to Apply to be a JJC Dual Credit Student

Dual Credit Application

Please select the right term (semester/year), then enter your date of birth as ##/##/####. Enter your last name, then your first name.

Under "Educational Goals," choose "I only plan to complete one or several courses." Under "Reason for Attending JJC," choose "Other."

You are required to use your social security number to apply. This is the best way to identify you. It is especially important for processing and maintaining accurate educational records. Your social security number is restricted to internal college use. JJC cannot use your social security number to match your application with test scores, financial aid or maintenance of your academic record. **If you are an undocumented student and do not have a social security number, call (815) 280-2493 for an alternative number.**

Submit your application. 72 hours after application is submitted you will need to return to JJC.edu create after your new student account, JJC will send an email to the personal email address you provided in your application, containing your new JJC email address.

Refer to the [New Account Setup](#) page for instructions on ID lookup and password setting.

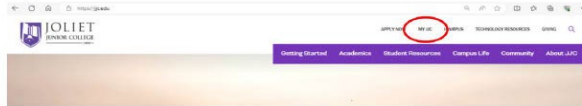
Once you have completed your new account set up, you will have access to your MY JJC portal, which contains your JJC email and billing statement.

Questions regarding the Dual Credit application- [Apply to Community College | Admissions | Joliet Junior College \(jjc.edu\)](#)

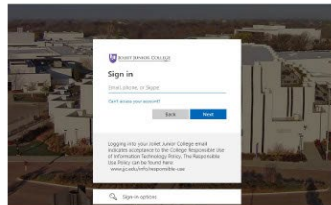
How to Access your JJC Dual Credit Bill

How to Access your JJC Dual Credit Bill

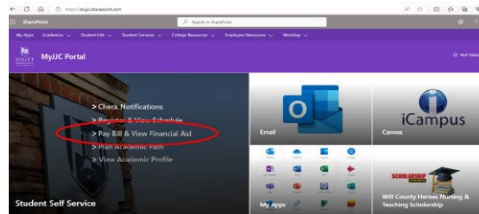
1. Go to jjc.edu and click on **MY JJC**.



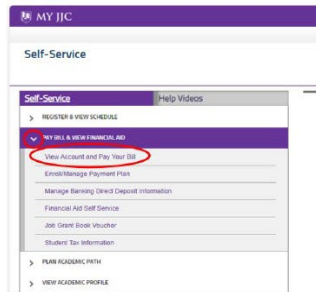
2. Sign in with your JJC email address and password. If you do not know this please see the **JJC Dual Credit Account Access Troubleshooting Guide** on page 3.



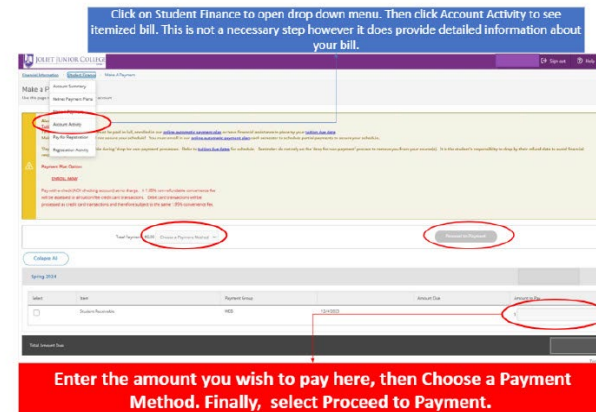
3. Once logged in, you will come to the page pictured below. Click on **Pay Bill & View Financial Aid**.



4. Next, click on **PAY BILL & VIEW FINANCIAL AID** to expand the drop-down menu. Then, Click on **View Account and Pay Your Bill**.

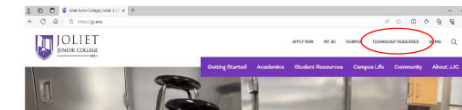


5. This will bring you to the following page. From this page, you can find details about your bill and make a payment.

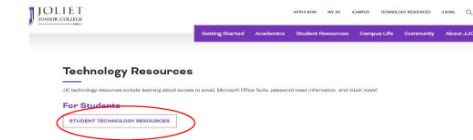


JJC Dual Credit Account Access Troubleshooting Guide

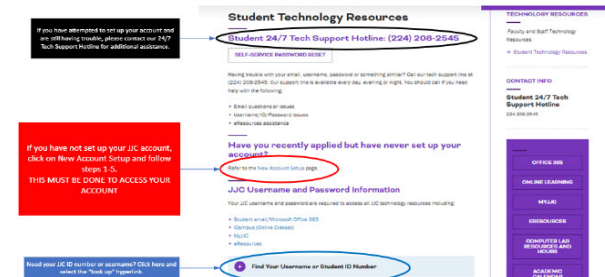
If you are trying to access your JJC account and are having difficulties, please go to jjc.edu and click on **TECHNOLOGY RESOURCES**.



The Technology Resources page has a plethora of information to help troubleshoot your issue. Click on **STUDENT TECHNOLOGY RESOURCES**.



Once on the STUDENT TECHNOLOGY RESOURCES page, you will find access to all of JJC's account troubleshooting tools as well as contact information for our 24/7 Tech Support Hotline. **Students must complete the New Account Setup, if they have not already done so.** Try the New account Setup instructions in red below first. If you still cannot access your account, please contact the 24/7 Tech Support Hotline.



Once access to account is obtained you will now be able to access your MY JJC portal which is located on the jjc.edu website.

OfficeofDualCredit@jjc.edu

After Completing Dual Credit Coursework

If attending Joliet Junior College

Reapply online as a traditional student.

[Apply to Community College | Admissions | Joliet Junior College \(jjc.edu\)](https://www.jjc.edu/admissions)

If attending elsewhere

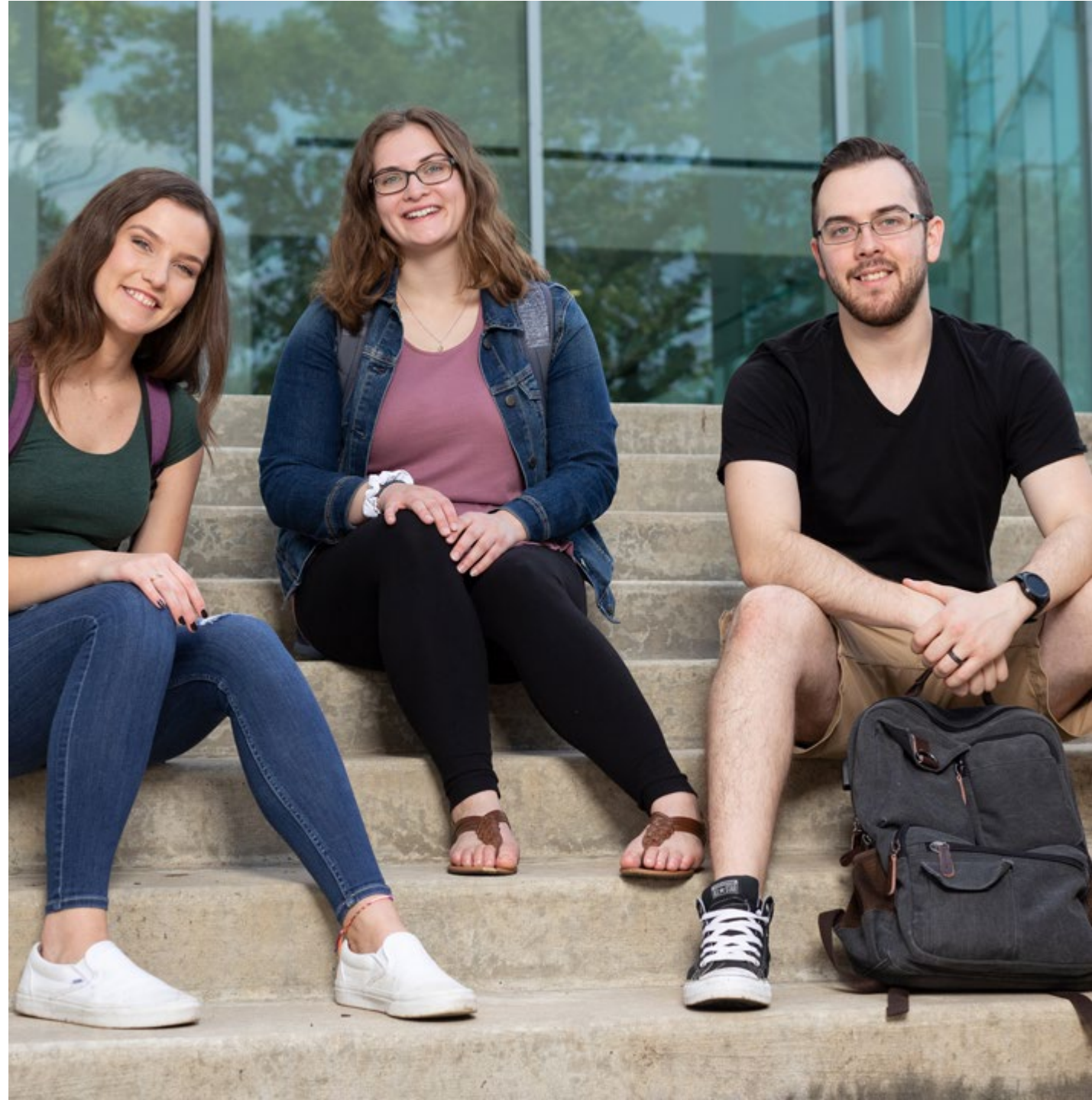
Request an official transcript be sent to your college or university by contacting JJC office of the registrar [Registrar's Office | Joliet Junior College \(jjc.edu\)](https://www.jjc.edu/registrar)

Transcripts Office

Phone: 815-280-2743

Email: transcriptsinfo@jjc.edu

Questions & Comments



A photograph of a modern building at dusk. The building is illuminated from within, showing large windows and a central entrance. In the foreground, a large fountain sprays water upwards, illuminated with a bright blue light. The water is reflected in a pool at the base of the fountain. The sky is a mix of orange and blue, indicating sunset. The overall scene is framed by a dark blue border with a white geometric pattern.

Thank you!

