Dual Credit "Getting Started" Guide

Congratulations!
You're registered for a Fall 2023 Dual Credit class!
Follow these steps for a successful start!

1. **Visit our Next Steps for High School Students Web Page: https://www.sanjuancollege.edu/admitted/dual-credit-and-early-admit/**

   You can also get to this web page by clicking **LEARN MORE!** from the Dual Credit web page, which is: https://www.sanjuancollege.edu/dual-credit/

   We don't email your San Juan College login information for security reasons, so the web page above explains how to figure out what your username and password is. Come to a **Dual Credit Orientation** for assistance with setting up your San Juan College student account! Orientation dates are listed on the above "Next Steps for High School Students" web page.

2. **Log in to your San Juan College account.**

   Make sure that your username and password are working *before classes start*.

   You can log in through the MySJC icon on the SJC home page: https://www.sanjuancollege.edu/

   It looks like this: 

   and is in the top upper-righthand corner of the web page.

   If you need additional assistance logging in, please call the Information Technology Center Help Desk at **(505) 566-3266**. They should answer 24 hours a day, 7 days/week. They will ask for your SJC student ID number, which was emailed to you from the Admissions office in your welcome letter. If you don't know your student ID number, give the IT Help Desk technician your first name, last name, and date of birth.

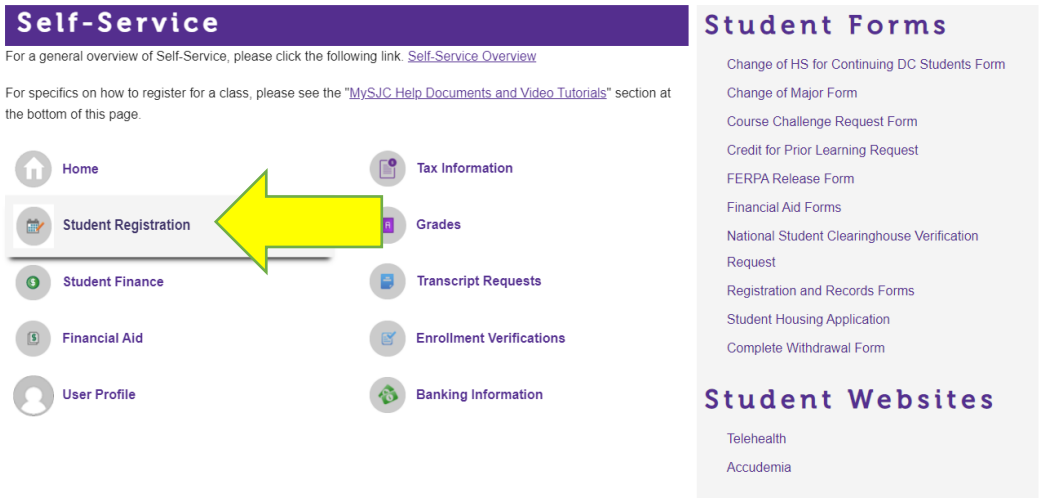
3. **Verify what class you're in. Find out when class begins and where your class meets if it's an in-person class. To do this, please see the instructions below.**

How to View your San Juan College Class Schedule

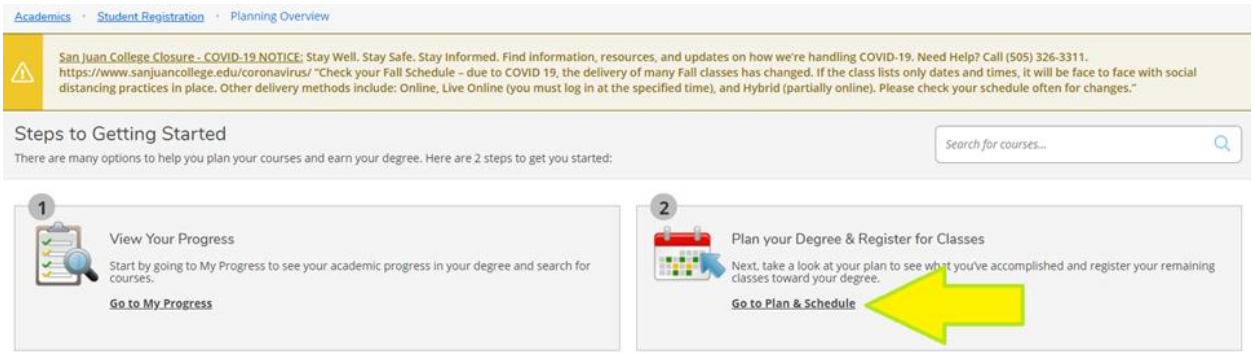
Go to the San Juan College homepage: https://www.sanjuancollege.edu/

Click on MySJC located in the upper right-hand corner of the home page and log in with your username and password.

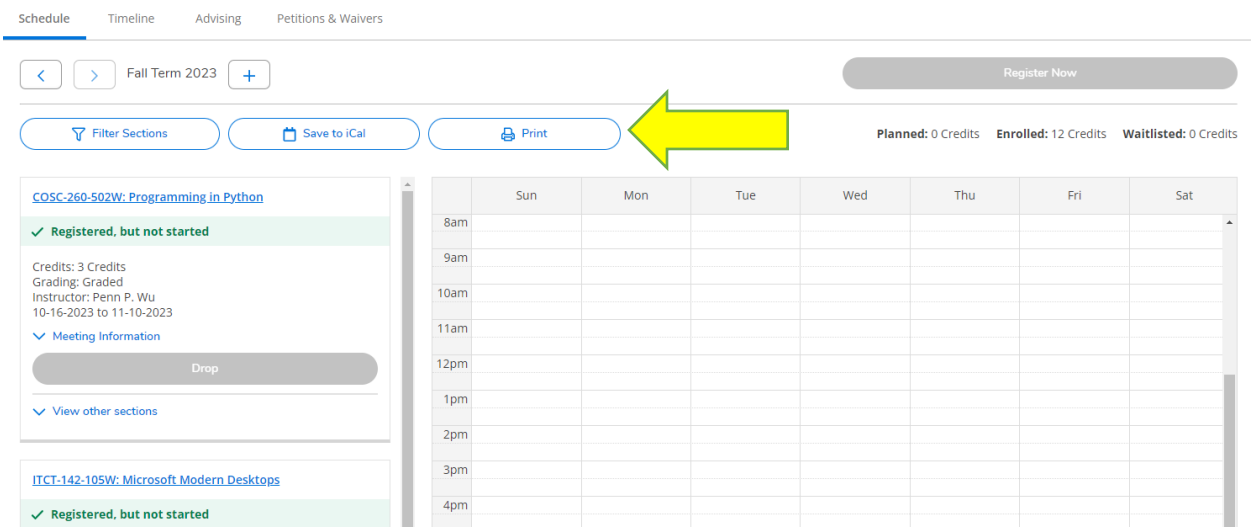
Under Self-Service, click on Student Registration:



Click on Go to Plan & Schedule:



Click on Print – a new window will pop up with your schedule, which can be saved or printed:



Here's an example of a student's class schedule (although it's a Fall 2022 class example):

COMM-1130-104W: G-Public Speaking

✓ **Registered, but not started**

Credits: 3 Credits
Grading: Graded
Instructor: Pomeroy, Jeff
08-22-2022 to 12-13-2022

Meeting Information

Time:
Dates: 08-22-2022 - 12-13-2022
Location: Online Canvas ASYNC (Online)

In the example above, the **course section number** is COMM-1330-104W. You'll need this later in this guide when you look up your required books/course materials on the SJC Bookstore website.
The **name of the class** is **Public Speaking.**
The **G-** indicates that the class is a General Education class that will transfer to another college for a Bachelor's degree.

In the example above, we read that the class begins on August 22 and ends on December 13, 2022. The location shows that the class is an online class. ASYNC = "asynchronous," which means that the students will work on the class on their own time, and there is no class meeting time.

If your Meeting Information shows a Location, like the example below, it tells you what building on campus and the room number where your class meets:

Meeting Information

Time: MW 10:00 AM - 11:15 AM
Dates: 01-17-2022 - 05-10-2022
Location: Main Campus - Farmington East Clsrm Comp Lower 1104A
(Lecture)

If you still need help knowing what class(es) you are registered for and when your class meets, please send an email to dualcredit@sanjuancollege.edu or call (505) 566-3443.

4. **Get your books/course materials, ideally before classes begin or on the first day of class.**

Dual Credit Book Guide

Dual Credit Students,

Some school districts pay for their students' Dual Credit books and course materials, while others do not, or they pay for only what is needed for your first Dual Credit class. Home school students self-pay for their books and course materials.

Please check with your high school academic counselor to see if you will be given a book voucher, or if your school district will be billed for your course materials, or if you need to purchase the books yourself. Some school districts purchase the books and give them to you through their own distribution or checkout process at your high school. If you high school academic counselor is not available, please call the San Juan College Dual Credit Program Assistant for guidance at (505) 566-3443 or email Dual Credit Program Assistant Adriana Ortiz at ortiza@sanjuancollege.edu

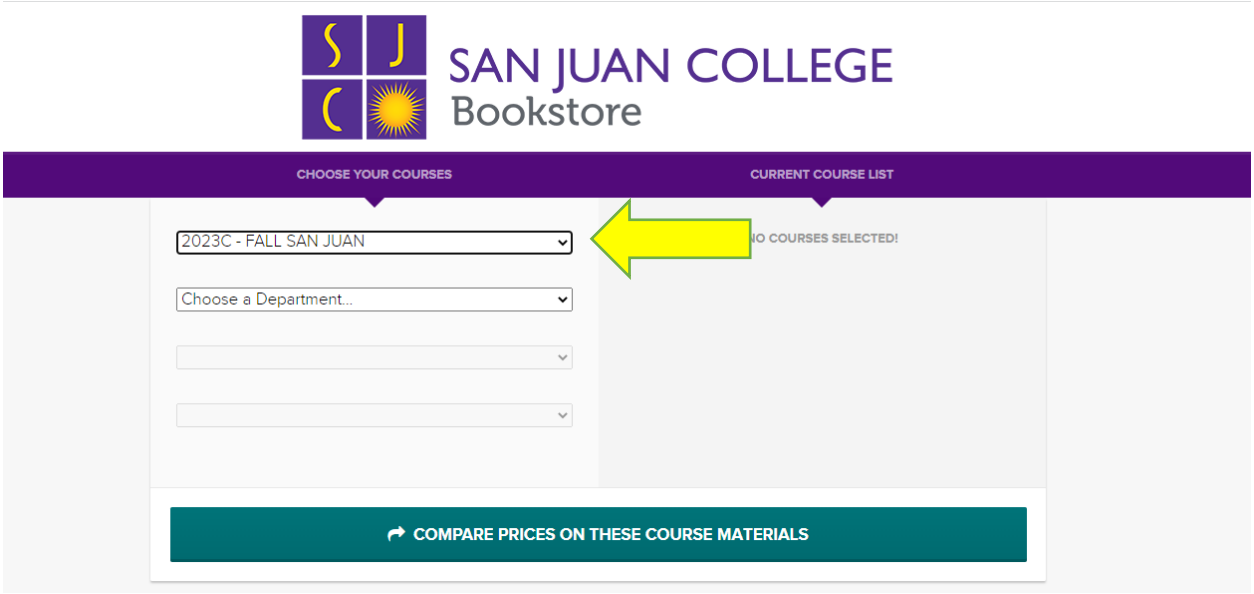
If you have to pay for your own **books**, you will purchase them at the **San Juan College Bookstore** (instructions follow). If your class uses **"Inclusive access,"** (explained on page 7 of this guide), it is charged as a **course fee**, and you will receive a bill in the mail and need to pay the San Juan College Business office. For more information on how to pay for your course fees, please visit: https://www.sanjuancollege.edu/business-office/

All Dual Credit students should visit https://bookstore.sanjuancollege.edu/ to see what books are required for your Dual Credit class(es).

On this Bookstore web page, under **Find Your Course Materials**, click on the **orange Go button** shown below.



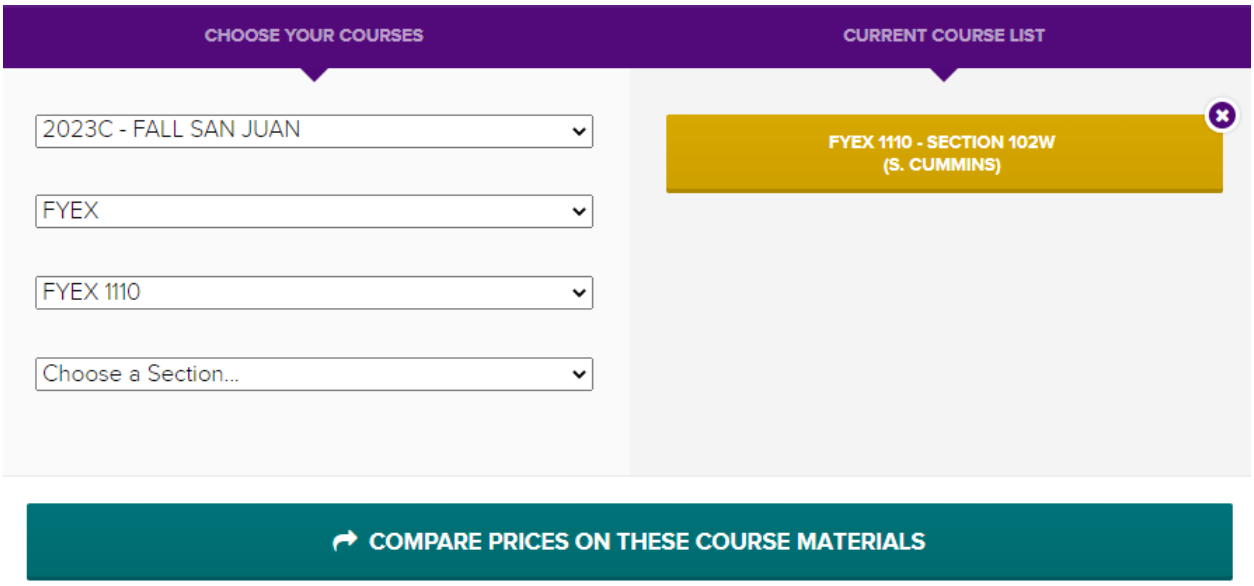
Under the drop-down field **"Choose a term,"** select **2023C FALL SAN JUAN** as shown below.



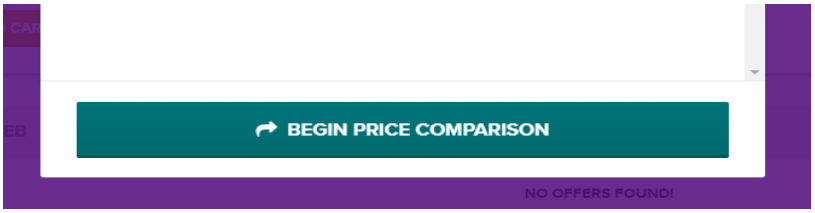
Next, enter your **course section number** for the class you are registered for.

Your course section number was shown on MySJC as explained earlier in this guide on page 3.

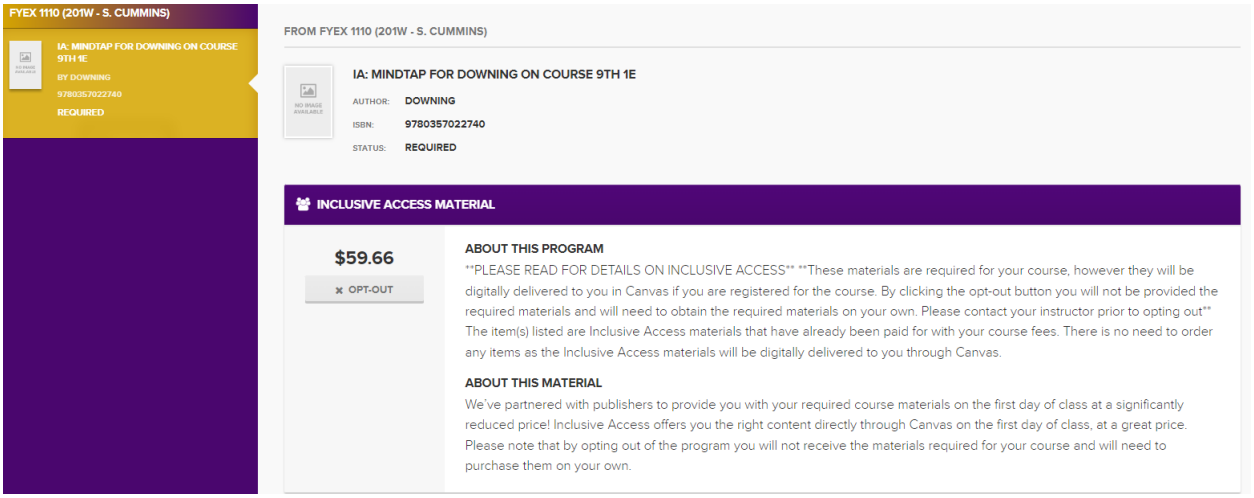
As an example, if you are registered for FYEX-1110-102W, select it in the drop-down fields and then click on the green bar "COMPARE PRICES ON THESE COURSE MATERIALS."



At the next screen shown here, click on BEGIN PRICE COMPARISON.

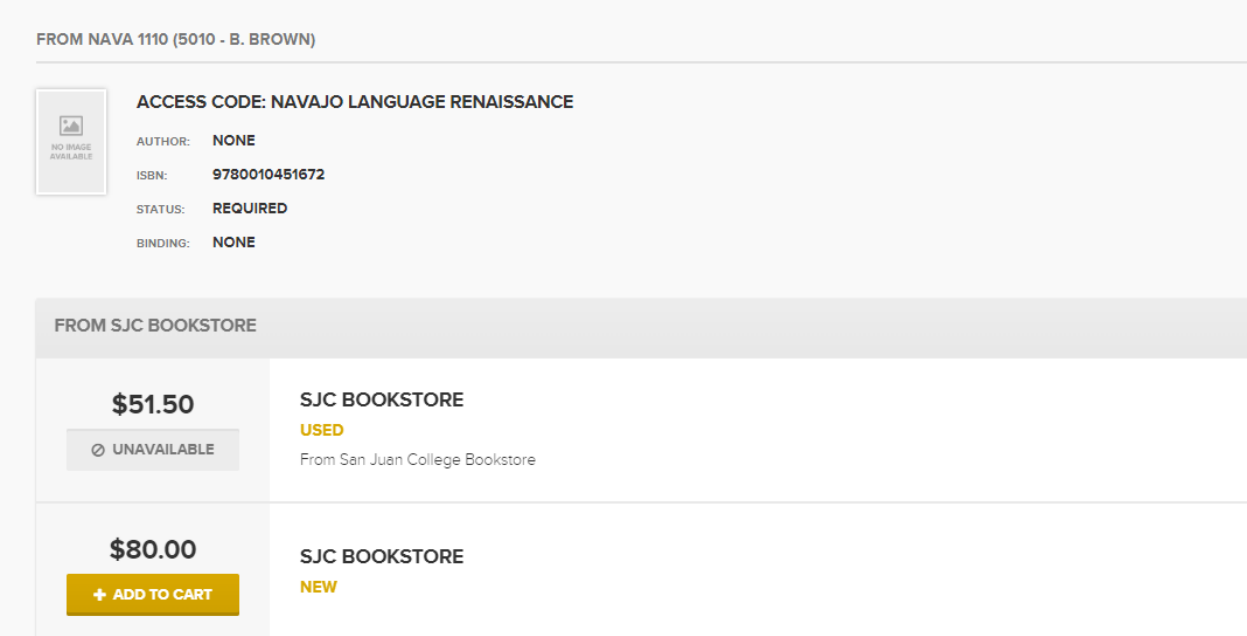


The First-Year Seminar (First-Year Experience) classes (FYEX-1110) use **INCLUSIVE ACCESS**, which is described below in this example from the Bookstore website.



Inclusive access means that there is no textbook to get from the SJC Bookstore, because your course materials will be accessed through Canvas, the learning platform, on the first day of class. See https://www.sanjuancollege.edu/canvashelp/

Some classes do not have printed textbooks, but you will need to pick up an **Access Code** for the course materials from the **SJC Bookstore**, as shown below:

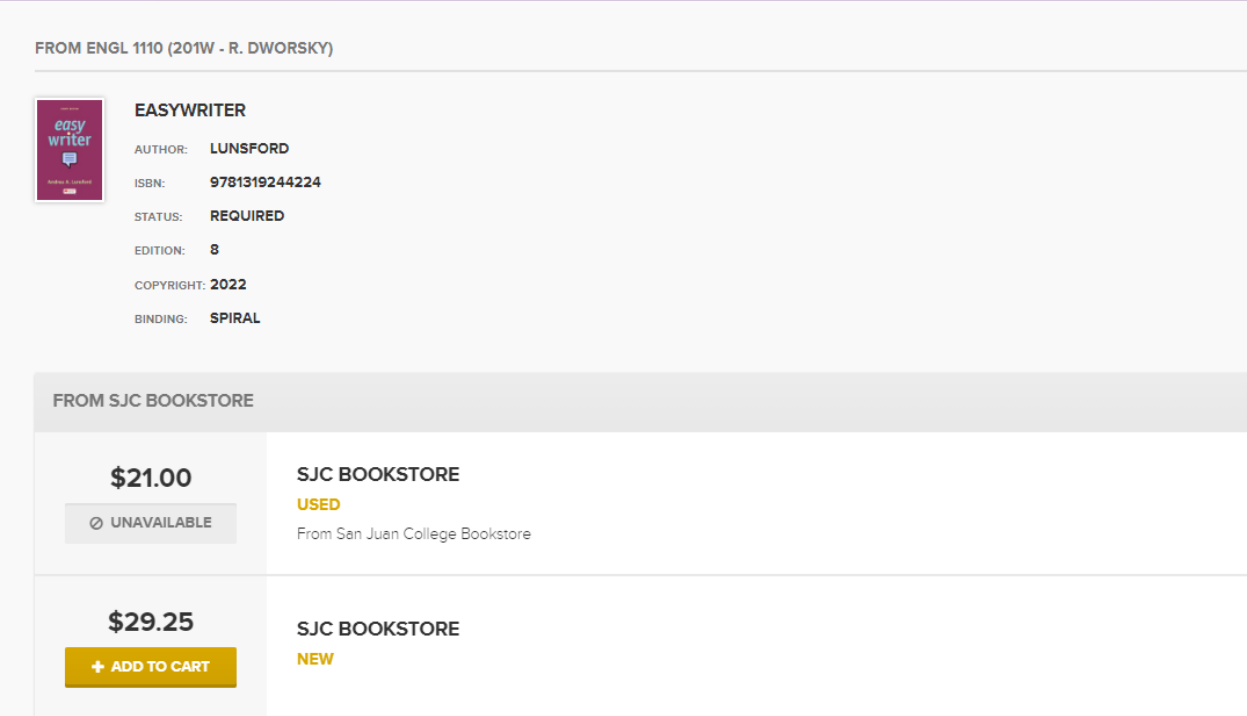


The access code provides you access to required online learning content. You will enter the access code in your Canvas course on the first day of class.

For assistance with setting up MindTap or another digital program, please ask your college instructor on the first day of class or email a **San Juan College Technology Coach** to set up an appointment for help.

San Juan College Technology Coach:
Call (505) 566-3587 or email techcoach@sanjuancollege.edu

If your class is using **a printed textbook**, you will see the title of the book, as in the example below for an ENGL-1110 (Composition 1) class:



You will need to obtain your textbook at the San Juan College Bookstore.

To get your book from the Bookstore, you will need to bring:

1. **A San Juan College Student Photo ID** – you can obtain this at the **Admissions office in the West Classroom Complex.** *Bring a photo ID.*

   San Juan College High School students, you will get your photo ID at the **Department of Public Safety** instead of the Advising office. Please see the campus map here for assistance: https://www.sanjuancollege.edu/about-san-juan-college/sjc-campus-map/

2. **A copy of your course schedule** – you can bring a printed copy from MySJC or show your class section number on your phone/email. It's available on MySJC (see instructions on page 3 of this guide).

Dual Credit "Getting Started" Guide

continued step-by-step process

5. **Read the Student Technology Guide.**
   This web page answers all your technology questions!

   https://www.sanjuancollege.edu/techguide/

   Please note that college instructors usually require assignments to be submitted in Microsoft Word. SJC is not a Google school, so many instructors can't open Pages files or Google sheets.

   Log-in Problems? Call the SJC Help Desk.

   SJC Help Desk

   The SJC Help Desk Hotline is available 24/7.

   Call (505) 566-3266
   Email itchelpdesk@sanjuancollege.edu

   Technology Questions? Connect with a Technology Coach!
   Free printing is available at San Juan College. Ask a Tech Coach for details.

   SMART Lab

   Technology Coaches are available in the SMART Lab

   Call (505) 566-3587
   Email techcoach@sanjuancollege.edu

   Visit the web page for more information:
   https://www.sanjuancollege.edu/tutoringcenter/smart-lab/

   Learn how to access your class on Canvas, which is San Juan College's learning platform. Your class will appear starting on the first day of class.

   Visit the **Student Technology Guide web page** if you need any help with Canvas:
   https://www.sanjuancollege.edu/techguide/

   You can directly access your class on Canvas here: https://canvas.sanjuancollege.edu/

The Student Technology Guide web page has a video that explains how to submit assignments on Canvas! Scroll down until you see the **"Canvas Help"** section for more information.

You can change the settings on Canvas to receive notifications about assignments or class updates through your high school email address (or personal email address) and on your phone.

- After you have logged on to your Canvas course, click on **Account** in the upper left- hand corner of the screen.
- Click on **Settings.**
- Under **Ways to Contact,** you can add another email address and cell phone number.
- Click on **Notifications** on the upper right-hand part of the screen to select notifications you'd like to receive, and how often, such as when due dates change, when course content changes, when assignments are graded, and when announcements are posted.

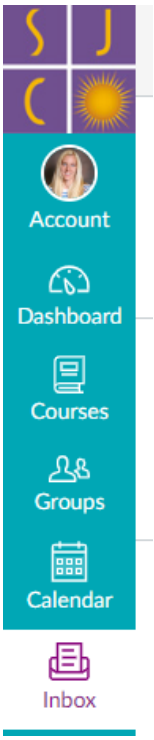
6. Learn how to contact your college instructor.

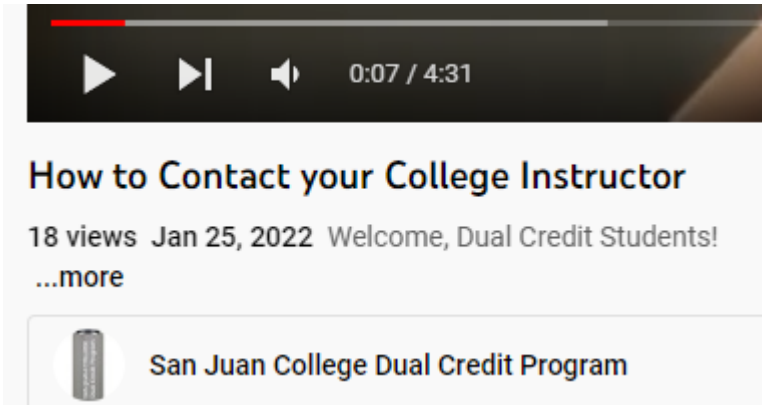
Students should never hesitate to contact their college instructor with any questions.
Frequent and early communication with the instructor makes all the difference!
Late work is usually note accepted in college.
Do not wait until the class is over to solve problems.

Read your **SYLLABUS** posted on Canvas to view your instructor's contact information and office hours.

The Grading Policies for the class are found in the **SYLLABUS.**

Instructors prefer that you **contact them through Canvas**.
Here's a screenshot of your Canvas inbox:





We have a four-minute YouTube video that demonstrates how to contact your instructor through Canvas. Go to YouTube and search "San Juan College Dual Credit Program." The direct link to the video is: https://www.youtube.com/watch?v=_-1qyWQUuks

7. **Learn how to access your San Juan College Student Email.**

   https://www.sanjuancollege.edu/studentemail/

   This is how the college officially communicates to you about schedule changes and other important information related to your student record.

8. **Check out all our Student Resources!**

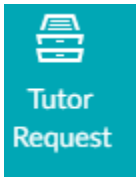
   https://www.sanjuancollege.edu/studentresources/

   This web page includes a comprehensive list of everything you need to know!
   Note: **Library Hours, Computer Lab Hours, Free Mental Health Counseling**, and More!

   Mental Health Counseling:
   https://www.sanjuancollege.edu/student-services/advising-and-counseling-center/counseling-center/

San Juan College Tutoring Center:
https://www.sanjuancollege.edu/tutoringcenter/

You can fill out an **Online Tutoring Request Form** on Canvas, located on the left-hand side of Canvas when you first log in. Here's a screenshot:



Student Achievement Center and Achievement Coaches:
https://www.sanjuancollege.edu/studentsuccesscenter/programs/student-achievement-center/

9. Check out the San Juan College Academic Calendar!

https://www.sanjuancollege.edu/academiccalendar/

Be sure to see the Important Dates spreadsheet that we emailed you, which lists the drop dates for your class section.

10. If you're having challenges with your class, read on!

Be sure to communicate with your college instructor as soon as you have a question or issue related to the class. Your instructor's contact information will be in the course syllabus on Canvas. If your instructor is not assisting you (which is rare), please reach out to an Achievement Coach by emailing achievement@sanjuancollege.edu

If you realize that you are unable to handle your college class at this time or personal circumstances come up and you're thinking about dropping a class, read on:

Classes with different start and end dates have different "DROP DATES."
If you drop a class before the first drop date, called the **Census date** for that class, no grade will appear on your college transcript. It will be as if you never enrolled in the class in the first place.

If you drop a class after the first drop date and before the LAST DAY TO DROP YOUR CLASS, you will receive a W grade on your college transcript.

The Dual Credit Coordinator will email all Dual Credit students a long spreadsheet that shows all the drop dates for Fall 2023 classes. If you don't see it in your email inbox, please call (505) 566-3891 to request it.

To drop a class, we ask that Dual Credit students talk with your high school academic counselor first. The counselor must approve the drop because it could impact your high school graduation credits.

If your drop request is urgent and your high school counselor is unavailable/out of town: You will need to work with the San Juan College Dual Credit office or a San Juan College Achievement Coach to drop your class.

Achievement Coaches: (505) 566-3378 or achievement@sanjuancollege.edu

San Juan College instructors and achievement coaches work hard to reach out to you to ensure you understand all the resources available to you to persist with your college class.

If you are thinking about dropping a class, read on:

- **A passing grade at San Juan College is an A, B, or C.**
- A "D" or "F" grade is not a passing grade, and you do not earn college credit. This may also affect your high school credits – Check with your high school counselor to learn the consequences of not passing your Dual Credit class.
- You can check your current grade in your class 24/7 by looking at your current grade percentage in Canvas. If you need help navigating where to find this, contact your instructor.
- Some high schools have their own rules, such as: If you fail your Dual Credit class, you're ineligible for sports the following semester! ☹
- If you earn a "D" or an "F" as your final grade, you can retake the class in the Spring 2023 academic term, which is from January through May 2023. When you retake the class and earn a passing grade, that new grade is used to recalculate your college GPA (the D or F no longer factors into your cumulative GPA), but both grades are still part of your permanent college record.
- Dropping a class after the Census date means that you will receive a W grade on your college transcript.
- While a W grade does not influence your college GPA, it does have financial aid consequences. For example, after you graduate high school, you may wish to apply for the Federal Pell grant to pay your college tuition. However, you are not eligible for the Pell grant if your college completion rate is less than 67%. If you attempted one Dual Credit class and withdrew from it, your college completion rate is 0%. If you attempted two Dual Credit classes and only completed one, your completion rate is 50%, which means you will not be eligible for the Pell grant. If you attempted three Dual Credit classes and only dropped one class, you have successfully completed two classes, and your college completion rate is 67%, so you would be eligible for the Pell grant after high school, depending on your family income.

11. **Don't get dropped for Non-Attendance!**

Drop for Non-Attendance (Never Attended)

Students will be dropped from classes based on college instructors reporting non-attendance. This policy can actually help a student who is too far behind to catch up in the class.

Students who do not provide evidence of participation (submission of at least one academic assignment) during the first two weeks in a 16-week course will be dropped from their class(es). For shorter 8-week or 6-week classes, this time frame may be as short as two days.

12. **Check out San Juan College's Policies related to Grading and other important things.**

https://catalog.sanjuancollege.edu/ - Click on **"College Policies"**

Read the **Incomplete Policy**, which can be activated for students who are *passing* their classes if extenuating circumstances prevent them from finishing a class.

Note the **Grade Appeal Policy**. Your final grade will be posted on MySJC.

13. **Read the 20 Differences Between High School and College that follows!**

You are on your way! You got this!

SAN JUAN COLLEGE
Dual Credit

Differences Between a High School Class and a College Course

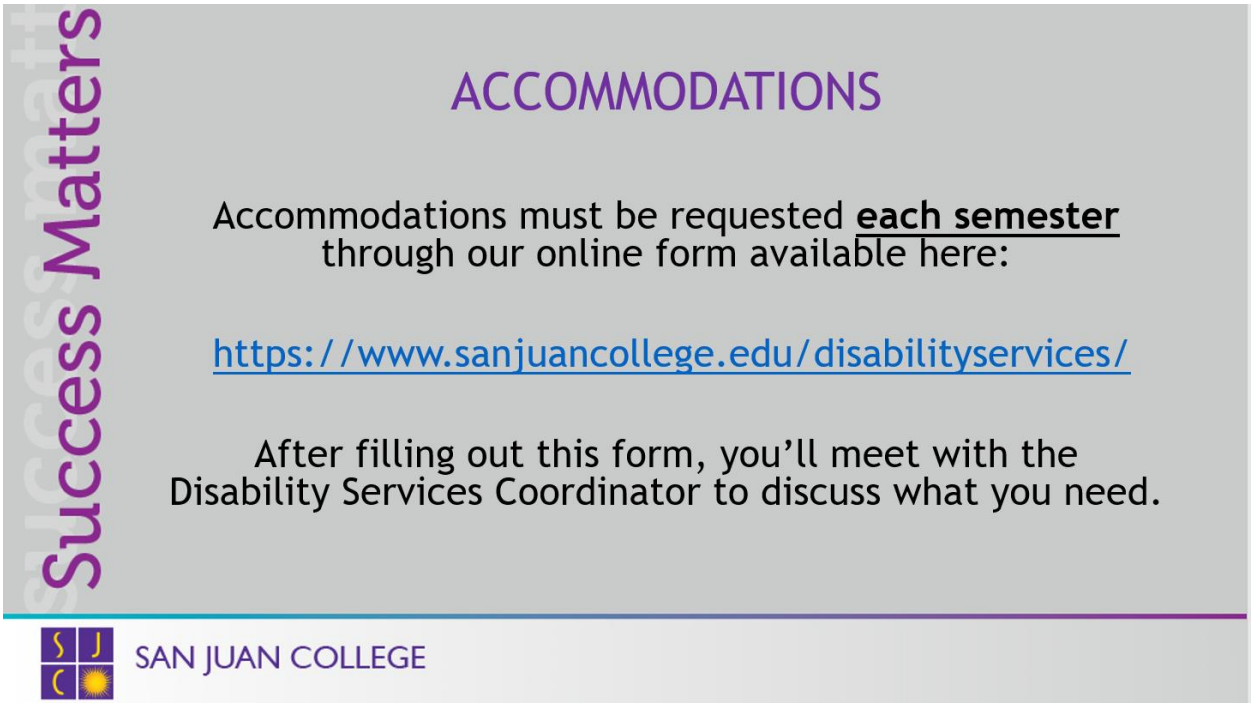
High School	San Juan College
Teachers carefully monitor class attendance.	Professors may not formally take roll call, but they are still likely to know if you attended class or not. Using data analytics on Canvas, college instructors can see all your log-in activity, the duration of time you spent on Canvas, and what assignments you have viewed on Canvas.
Consistently good homework grades may help raise your overall grade when test grades are low.	Grades on tests and major papers usually provide most of the course grade. Please check your Course Guide on Canvas for details for each specific class.
Extra credit projects are often available to help you raise your grade.	Extra credit projects are not as likely to be offered. Check with your instructor early in the semester or refer to the Course Guide.
Initial test grades, especially when they are low, may not have an adverse effect on your final grade.	Watch out for your first tests. These might be a "wake up call" to let you know what is expected, but they also may account for a substantial part of your course grade.
Guiding principle: "Effort counts." Courses are usually structured to reward a "good faith effort."	Guiding principle: "Results count." Though good faith effort is important regarding the professor's willingness to help you achieve results, it will not substitute for results in the grading process. College courses measure your learning.
Missing school is okay if your parents call in or send an excuse.	Missing class is your responsibility. The professor may or may not be flexible about attendance, and may or may not allow you to make up missed work, regardless of the reason for your absence.
Teachers check your completed work.	Professors may not always check homework, but they will assume you can perform the same tasks on tests.

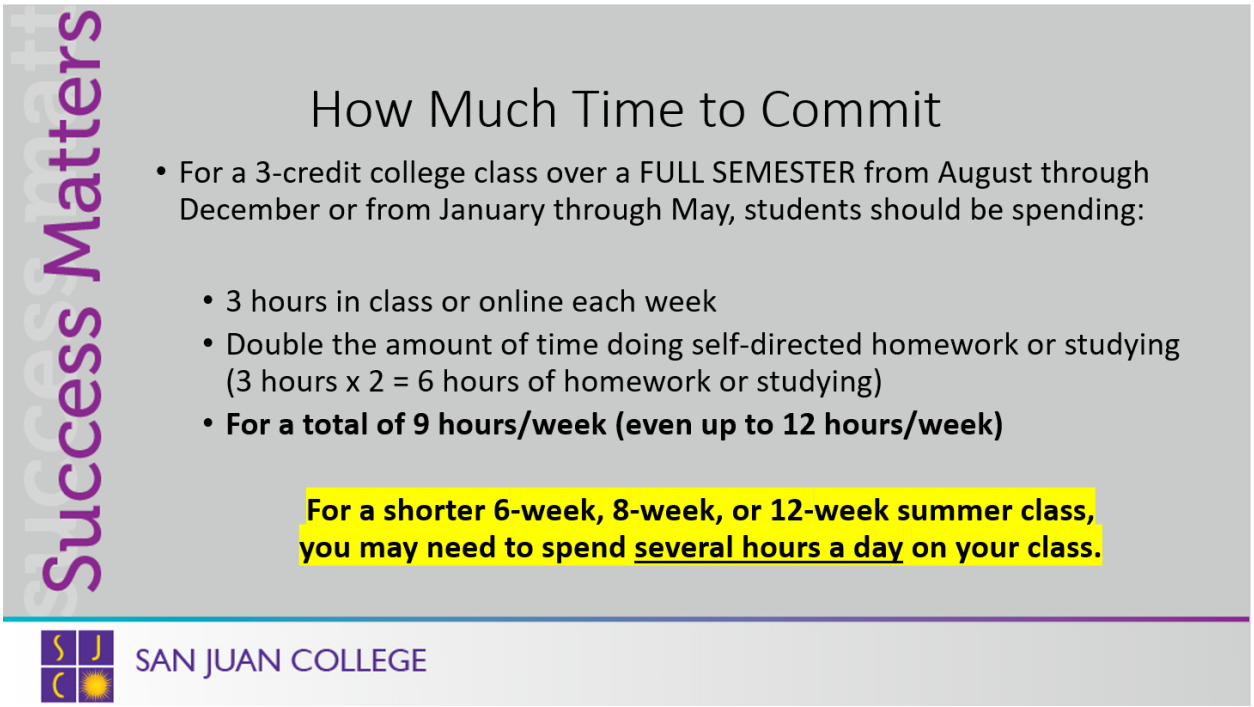
High School	San Juan College
Teachers remind you of incomplete work.	Professors may or may not remind you of your incomplete work.
Teachers approach you if they believe you need assistance.	Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.
Teachers are often available for conversation before, during, or after class.	Professors expect and want you to attend their scheduled office hours. Check your Course Guide for the days of the week and time.
Teachers often take time to remind you of assignments and due dates.	Professors expect you to read, save, and frequently consult the Course Guide. The Course Guide spells out exactly what is expected of you, when assignments are due, and how you will be graded.
Makeup tests are often available.	Makeup exams are seldom an option. If they are, you need to request them.
Teachers frequently conduct review sessions, pointing out the most important concepts.	Professors rarely offer review sessions. If they do, they expect you to be an active participant, one who comes prepared with questions. More often, students organize their own study groups.
Teachers frequently rearrange test dates to avoid conflict with school events.	Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities. Final exams are scheduled during finals week with little to no flexibility to accommodate a request for an early exam or a changed date.

High School	San Juan College
Mastery is usually seen as the ability to reproduce what you were taught in the form in which it was presented to you, or you are expected to solve the kind of problems you were shown how to solve.	Mastery is often seen as the ability to apply what you've learned to new situations or to solve new kinds of problems.
You may study outside of class for as little as 0-2 hours each week, and this may be mostly last-minute test preparation.	You need to study at least 2 to 3 hours outside of class for each hour of class.
High school is mandatory and free.	College is voluntary, and you may have full or partial financial responsibility to pay.
Your time is usually structured by others.	You manage your own time. All of it. Creating a weekly and even daily schedule for your academic work and sticking to it is a great strategy.
You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.	You will be faced with a number of moral and ethical decisions you have not had to face previously. YOU must balance your responsibilities and set priorities.
Guiding principle: You will usually be told what your responsibilities are and corrected if your behavior is out of line.	Guiding principle: You're old enough to take responsibility for what you do and don't do, as well as for the consequences of your actions and decisions.

Key Points from the Dual Credit Orientation

Do you have a disability or need for learning accommodations? Please request services through MySJC, the student portal, or the Disability Services web page.





Utilizing San Juan College's Student Resources is Crucial!

Check out our Student Resources website:

https://www.sanjuancollege.edu/studentresources/



Success Matters

Dual Credit Staff

Annie Willmon
Dual Credit Coordinator
(505) 566-3891 (office)
(505) 419-0383 (cell)
Email:
willmona@sanjuancollege.edu

Adriana Ortiz
Dual Credit Program Assistant
(505) 566-3443 (office)

Email:
ortiza@sanjuancollege.edu

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