



Fall 2021 Dual Enrollment Textbook Process

Clay County School District Dual Enrollment Students

- Students please use the link below to pre-register to pick up Dual Enrollment textbooks. Students must use their CCDS email address to complete the appointment registration.
<https://docs.google.com/forms/d/e/1FAIpQLSeCHmJQSn82xly-xmDaXjOxRsDYH-n84Wcax-btAls8IGUWHA/viewform>
- Dates to choose from: August 23rd, August 24th, and August 25th
- Times to choose from: 8:30am to 10:00am, 10:00am to 11:30am or 1:00pm to 3:00pm
- Only register for one day and time to pick up your materials. Please arrive during your selected time.
- Students will need the following information to register:
 1. Clay County District Schools email address. Formatted as 6-digit lunch number@myoneclay.net (Ex. 123456@myoneclay.net).
 2. SJR State Student Identification Number (X00_____).
 3. Phone number(s) to contact student/family.
 4. SJR State course schedule with student name visible (A readable copy/scan/image to be uploaded).
You can print your schedule by logging into your SJR State Account and using the "Concise Student Schedule" on the student tab. Be sure to enter the correct term (Fall2021).
- The pickup and return of materials will occur at the Instructional Resources Department (Dual Enrollment Office), located at 23 S. Green Street in Green Cove Springs. Books may be returned 24/7 using the book drop outside the office door.
- Email dualenrollment@myoneclay.net with questions.

Putnam County School District Dual Enrollment Students

- Return all textbooks at the high school and pick up at SJR State College Bookstore
- Please place (do not throw) textbooks in the box out front.
 - PHS students to PHS
 - IHS students to HIS
 - CCHS students to CCHS
 - QIRHS students to the school closest to you or PHS
- Pick up by appointment at the SJR State College Bookstore
- Each student will receive an email with an appointment date and time. That is when you will pick up your textbook for the Fall semester.
- Please do not arrive early! Do not be late!
- Do not assume your order is ready, please come at your scheduled time.
- Palatka Campus – Sarah Edwards, sarahedwards@sjrstate.edu or (386) 312-4173

St. Johns County School District Dual Enrollment Students

- Please return your summer materials by passive collection
 - Passive collection for SUMMER 2021 will be: Wednesday, August 11, 2021, 8:30am-Noon & 1:30pm-4:30pm and Thursday, August 12, 2021, 8:30am-Noon & 1:30pm-4:30pm.
- Drive through collection will allow books to be passed through vehicle windows or collected from trunks. No building entry / access will be allowed. Please remain in your vehicle.
- All Fall term students may begin requesting textbooks on August 2, 2021. Students must upload an official SJR State schedule when accessing the link below.
You can print your schedule by logging into your SJR State Account and using the "Concise Student Schedule" on the student tab. Be sure to enter the correct term (Fall2021).
- Please visit the St. Johns County School District website at: www.stjohns.k12.fl.us/media and click on the Dual Enrollment page to request textbooks and/or resources.
- Media Services hours are 8:30am-4:30pm, Monday-Friday

Homeschool Dual Enrollment Students

- All homeschool textbooks are issued through the SJR State Bookstores, not the Dual Enrollment Office.
- Homeschool students must scan/email their SJR State schedule to the designated SJR State campus Bookstore. Student contact information is required on schedule for processing order.
 - Palatka Campus – Sarah Edwards, sarahedwards@sjrstate.edu or (386) 312-4173
 - Orange Park Campus – Trena Knowles, trenaknowles@sjrstate.edu or (904) 276-6833
 - St. Augustine Campus – Charles Hollinger, charleshollinger@sjrstate.edu or (904) 808-7462
- Bookstore staff will contact the student when their order is ready for pick up. Please do not presume your order is ready.
- Arrive on time.
- All home school dual enrollment students must sign a rental agreement for textbooks, agreeing to return the textbooks the last day of the semester. Failure to return these items will result in a fine, then possible removal from the following semester courses, and finally removal from the dual enrollment program.
- Home school students cannot pick up their books/materials/access codes until they have attended one class.

Dual Enrollment Students using a Voucher (Third-Party)

- Sponsor/High School or student must scan/email voucher to designated SJR State campus Bookstore. Student contact information is required on voucher for processing the order.
 - Palatka Campus – Sarah Edwards, sarahedwards@sjrstate.edu or (386) 312-4173
 - Orange Park Campus – Keara Williams, kearawilliams@sjrstate.edu or (904) 276-6833
 - St. Augustine Campus – Charles Hollinger, charleshollinger@sjrstate.edu or (904) 808-7462
- Bookstore staff will contact the student when order is ready for pick up. Please do not presume your order is ready.
- Arrive on time.