Dual Credit/Dual Enrollment
At JALC

TIPS for Seamless Success

1. Always go through your high school guidance office to register for or drop any class at JALC.
2. Make sure you have placement test scores available to our office before you try to register.
3. Pay your fees on time. See MyJALC for current due dates. No bills will be sent to you. Failure to pay on time results in you not being able to register for future classes or to receive a transcript of completed courses.
4. Do not add or drop a course online—you may give up your tuition waiver.
5. For online classes you will have to complete an online orientation before the class starts. Be sure you sign into the correct section.
6. If you need to drop a class contact our office and follow the schedule on JALC’s website so you do not receive ‘withdraw’ on your transcript which may make you ineligible for financial aid when you enter college.

Time Required for Success....

The guide for college is for every credit hour you are taking you should spend 2 additional hours each week outside of class reading, doing homework, outlining, writing and memorizing. Ex. ENG 101 is 3 credits x 2 = 6 hours per week needed outside of class for satisfactory completion of the course.

Sign up for JALCtxt

If you come to campus or its extension centers for class it is essential you sign up for JALCtxt which will send you a text message if classes are cancelled because of weather, parking is changed or there are other important announcements that will change your travel plans to JALC or its extension sites. Sign up at MyJALC under Campus Resources.

Student Information Brochure
Scott Wernsman
Director of Dual Credit/Dual Enrollment
618-985-2828 ext. 8403
All students at John A. Logan College are automatically assigned a school email account called volmail. This is the primary communication source between instructors and JALC and their students. Therefore, not only must it be activated but students must check it on a regular basis. Please follow the instructions in your MyJALC portal to access your JALC email.

### Activate Your Volmail Account
All students at John A. Logan College are automatically assigned a school email account called volmail.

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Please follow the instructions in your MyJALC portal to access your JALC email.

### MyJALC Portal Login Information
Student accounts now have a single sign-on process for MyJALC. This portal includes all student accounts including:

- Voltext
- Volmail
- Desire2Learn

These accounts all use the following single sign-on method:

**Username/Email:** First initial of first name, last name, last 4 digits of student ID; @volmail.jalc.edu

For Example: A student named John A Logan, with a student ID number of 9991234, would have the email/username: jlogan1234@volmail.jalc.edu

**Password:** A temporary password will be emailed to the personal email account you provide to JALC. If you do not receive this email, please contact us to assist you in the password retrieval process.

### MyJALC Portal
Login to your myJALC portal (my.jalc.edu) for access to your schedule, bill, payment due date, registration, grades, unofficial transcripts, etc.

### Desire2Learn
This is our online learning platform for online classes. Set up your login and complete the orientation on your MyJALC portal.

John A. Logan does not discriminate on the basis of race, religion, color, national origin, disability, age or gender orientation.