

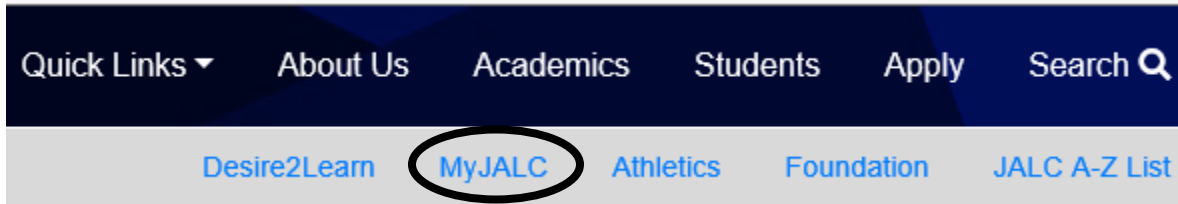
Getting Started

Welcome to the Dual Credit/Early College program! We are so glad you made the decision to take advantage of this opportunity! This is our “Getting Started Packet” that outlines the steps you need to complete and important information you need to know to be prepared for your class(es).

Logging into your MyJALC portal

The MyJALC portal is the starting point for your JALC student experience. Here is what you need to know to login for the first time.

- 1) Go to www.jalc.edu, and click on the [MyJALC](#) link in the upper right-hand corner of the page.



- 2) Check your personal email address you provided when you applied for admission to the College. You should have instructions for logging into your account. If you did not receive that email, click [the password reset link](#) or you can find the link under the “New Students Start Here” section of the portal before you login. Resetting your password will require your student ID number. If you need help finding your student ID number please email dualcredit@jalc.edu. Be sure to give us your legal name and date of birth.

- 3) On the top, right-hand side of the page you will input your student ID number and password.

The image shows a dark blue login bar. On the left is a person icon. Next to it is a white input field with the placeholder text 'Student ID Number'. To the right of the field is a blue button with the text 'Continue' and a white magnifying glass icon.

Once you are logged into the main page of your myJALC student portal you will see several important areas on the student page. Please review them.

The “My Course Schedule” section is at the top of the portal. This allows you see your current schedule. If you have any questions or concerns about your schedule please email us at dualcredit@jalc.edu.

My Course Schedule - Schedule Details

Term:

Fall 2021

Division

All Divisions

Search

Fall 2021 - Undergraduate

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
	BUS 255 V1	CUSTOMER SERVIC	3.00	Current	LT	Hines, Lora L	12:00 - 12:00 AM	8/11/2021 - 12/10/2021	TBA / TBD / TBD
	CIS 110 V1	INTRODUCTION TO	2.00	Current	LT	Hwang, Mike S	12:00 - 12:00 AM	8/11/2021 - 12/10/2021	TBA / TBD / TBD
	MUS 105 V3	MUSIC APPRECIAT	3.00	Current	LT	Intravaia, Paul	12:00 - 12:00 AM	8/11/2021 - 12/10/2021	TBA / TBD / TBD
	PHI 111 V2	ETHICS & MORAL	3.00	Current	LT	Stanfield, Brian	12:00 - 12:00 AM	8/11/2021 - 12/10/2021	TBA / TBD / TBD

Do you have questions or concerns? Call or email the Office of College Readiness and Student Life.
Call 618-985-2828 ext. 8312 or email dualcredit@jalc.edu

Below the My Course Schedule section, you will see these sections:

- Registration – **As a dual credit/Early College student, you are unable to add or drop courses on your own.** Please contact dualcredit@jalc.edu to make any schedule changes.
- Academics – You can download a copy of your unofficial transcript here which lets you see all of the courses you have completed and view your final grades.
- Student Accounts – This section gives you access to your student bill and online payment options.

4) Next, please look over to the right-hand side of the page and scroll down. There, you will find the Additional Systems and Services heading. There are a few links in that section that you need to work with:

Additional Systems and Services

- [Desire2Learn](#)
- [Food Pantries in JALC District](#)
- [Free Student Printing](#)
- [Internet Safety Videos - Khan Academy](#)
- [jalc.edu](#)
- [JALCtext- Create Account](#)
- [JALCtext - Manage Account](#)
- [OneDrive](#)
- [Password Reset](#)
- [RegisterBlast](#)
- [Request a Transcript](#)
- [Student Liaison](#)
- [Syllabi Portal](#)
- [Volmail](#)

JALCtext – Set this up to receive text reminders about snow days, emergencies, and other occasional campus updates. We recommend that every student sign-up for this service.

Password Reset – Reset your temporary password to something you will remember.

Request a Transcript – You can use this service to send your JALC transcript to your next college, university, or employer.

Volmail – This is your JALC student email address. Please check this regularly as the College and your JALC instructors will not use your personal email address to communicate with you. You can forward this account to another email address by clicking the cog wheel in the upper right-hand side of the Volmail page.

Desire2Learn (D2L) – This is where your online classes will take place. You can self-register for a D2L orientation on the D2L homepage. See right for a snippet of what that section looks like. Click on the circled link within D2L to register for the orientation. **Your online classes will not appear on your D2L dashboard until the first day of the semester.** Please do not be concerned if you do not see your course in advance. When in doubt, check your schedule to make sure you are still enrolled.

The image is a composite. On the left, a smartphone screen displays a text conversation. The messages are as follows: A contact says 'Hi! Have you signed up for tutoring yet?' at 2:20, 2024. The user replies 'I have not! I can't seem to find the link and don't want to go by myself.' The contact replies 'Come by my office and I can take you!'. The user then says 'Here's the link if you want to sign up online: <https://www.jalc.edu/student-success-center/tutoring-request/>'. The contact replies 'Today'. On the right, there is a poster with the heading 'SIGN UP FOR JTEXT!' in large, bold, white letters. Below this, it says 'Work with offices like Admissions or communicate directly with your Academic Advisor via text!'. Then, 'To opt-in:' followed by 'Login to MyJALC' and 'Select "My Forms"'. At the bottom, it says 'Choose "Opt-in Form for Text Messages"' and 'Visit C204 or C207 for questions!'.

Student Desire2Learn Tour ▼



After Clicking Play, Full Screen View is available
on Bottom Right Hand Corner

[Click here](#) to self-register for the
Desire2Learn Orientation

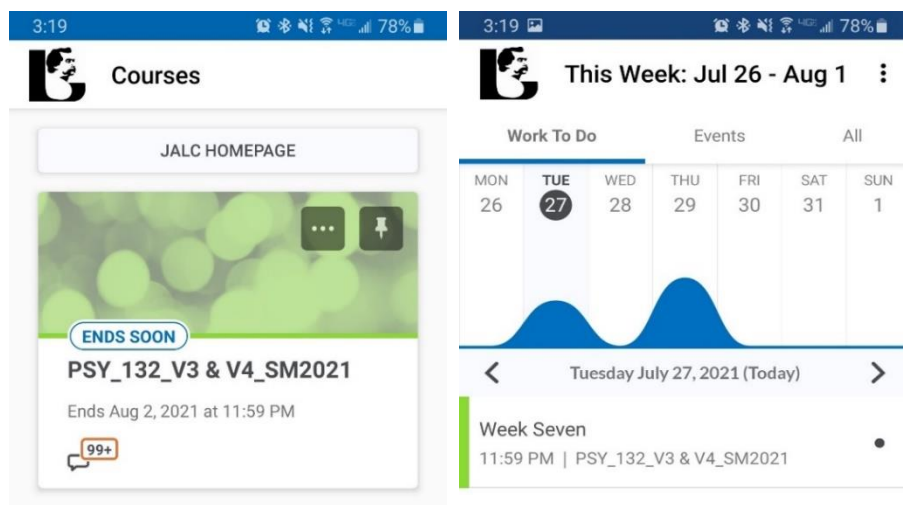
[Click here](#) for additional D2L
information

JText is our new texting services to enable you to communicate with offices at JALC. Opt in from your MyJALC portal.

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D2L via Mobile App

The Bright Space Pulse App enables students to have access to D2L course content and notifications on their mobile device. It is a free app.



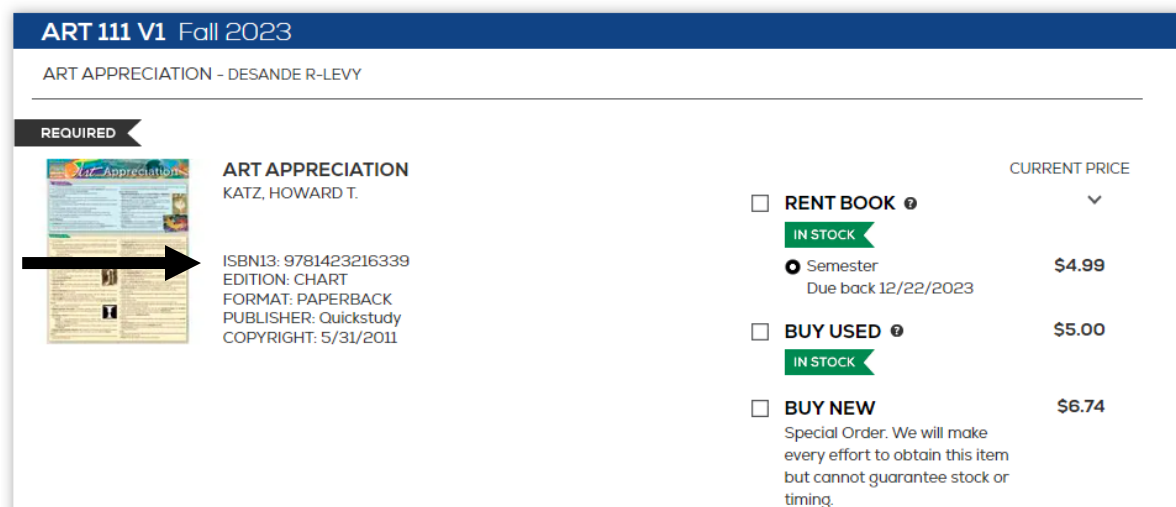
Finding Your Textbook Information:

Your class(es) will most likely require a textbook or access code. To purchase, have your student schedule on-hand and [visit the JALC Bookstore website](#), or you can go to www.jalc.edu, click on the Students tab at the top, and on the right-hand side under Academic resources you will find a link to the bookstore.



Click on the textbooks link at the top, click "Order" and either enter your course information to find your required textbooks or other materials. You will see book information similar to the photo below.

MY COURSE MATERIALS



NOTE: If the book is "Custom", which means it has been created or altered by JALC faculty, you must purchase the book from the JALC bookstore. Those resources will be clearly marked "Custom" where it lists the Edition. **Instructors will expect you to have your textbooks the first day of class.**

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Bill Information Explained

Semester Membership to
Logan Fitness

One Free Non-Credit
Logan Fitness Class per
Semester

Access to Student
Activities, Select
Performances & Athletic
Events

Your Early College waiver covers up to 8 hours of tuition per semester. You are **responsible for paying any excess tuition, materials, and all fees by the posted due date** on your bill. JALC has a \$5 per credit hour Technology Fee to cover all the technological needs for your classes; all students pay this fee. If you are enrolled in 6 or more credit hours (3 or more credit hours during summer semester), you will be assessed an Activity Fee. This fee allows you to participate in some student activities and college services with no additional charges. See the graphic to the left for more information. The Activity Fee is \$65 in the fall and spring, and \$40 in the summer semester. Your bill is due every semester at the same time as regular JALC students. If you owe an outstanding balance of \$200 or more, you will not be allowed to register for any courses until you pay that balance down. Please note: The Bursars Office is constantly running bill processes so your

bill may look incorrect at times. Because of this, I don't recommend paying your bill until a couple weeks before classes at the earliest. **Dual credit courses taught by your high school instructors do not count towards your total credit hours for the Early College tuition waiver or the activity fee.**

Notes about College Expectations

Your instructors will expect you to conduct yourself as a college student by checking your Volmail regularly, attending classes on time, participating in discussions productively, and being prepared for class.

Online and hybrid classes require you to login to Desire2Learn (D2L) on an almost daily basis and participate regularly in online discussions, complete assignments, and to complete other online components of your class. Due dates on D2L are computer generated and have no leeway. We recommend avoiding procrastination, especially with online courses to avoid any mishaps that may happen with technology. Your instructors have the ability to see all of your online activity in the D2L site. Always reach out to your instructor immediately if you have questions about assignments, due dates, technology, or any other component of your class.

Some courses may include content that is graphic, violent, or mature in nature; however, this content is directly related to the course curriculum. Please discuss any concerns about exposure to sensitive material with your instructor.

Schedule Changes and the Dual Credit Hold

Within the first 10 days of a fall or spring class, or the first five days of a summer or block class, you can drop with no repercussions. You will receive a refund, and the class will not appear on your transcript. If you request to leave a class after the 100% refund period, you will receive a "W" on your transcript which will remain permanently. A "W" will not affect your GPA but will affect your completion rate. Federal financial aid regulations require you to maintain a 67% completion rate to qualify for federal grants. If you have questions about your financial aid status due to grades earned in dual credit or Early College courses, please contact our office.

Our office applies a "hold" to all Dual Credit student accounts which disables students from making schedule changes. **If you need to make a schedule change, please contact our office or your school counselor.**

Dual Credit/Early College Student Policies

There are many other policies and privileges that you are subject to beyond what we can cover in this short packet. Please visit [our webpage](#) to access to the [student handbook](#) and other helpful information.

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