

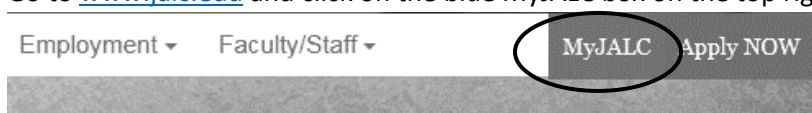
Getting Started

Welcome to the Dual Credit/Dual Enrollment program! We're excited to have you join us! Here are a few first steps to help you get started in your class. Please make sure you complete the following steps to make sure your account works properly.

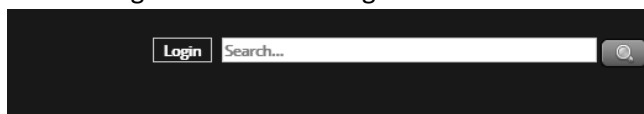
Before You Start: Check your personal email that you supplied on your registration form. You should have received an email from the John A Logan College (JALC) help desk. It has a temporary password that you will need to login to your account. You will also need your student ID number. If for some reason you don't have that email or it has come with a blank password, please call JALC and ask to speak to Dual Credit at 618-985-2828 ext. 8312 and we will re-send it to you.

4 Steps to Login to the JALC Student Portal

1) Go to www.jalc.edu and click on the blue MyJALC box on the top right.



2) See the Login button on the right side of the screen? Click on that.



3) You'll login with your Student ID and the temporary password you received in your personal email address.

Sign in using your John A. Logan College Username and Password.

Sign in

Username Examples

STUDENTS:

Student ID# (i.e. 1234567)

-OR-

Volmail Address (i.e. jlogan1234@volmail.jalc.edu)

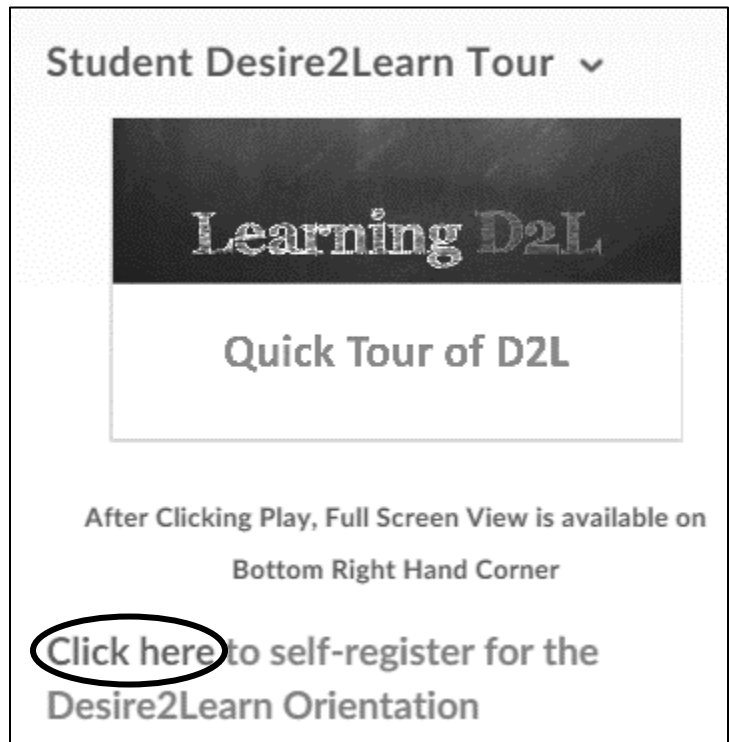
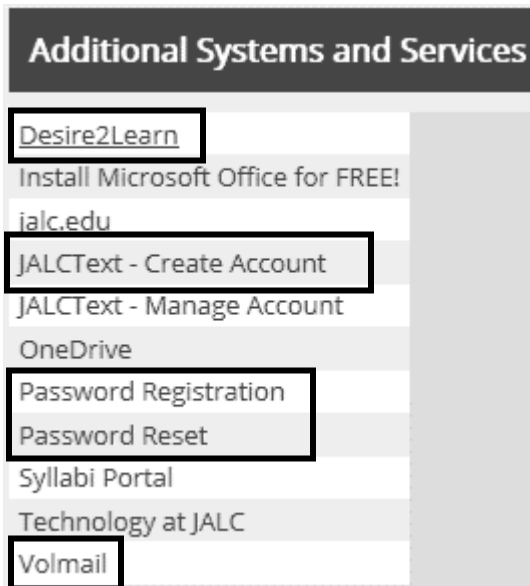
FACULTY/STAFF:

Email Address (i.e. johnlogan@jalc.edu)

Problems or Questions? Call or Email the Dual Credit office!
Call 618-985-2828 ext. 8312 or email dualcredit@jalc.edu

4) Now that you're logged in, go down to the top right and locate the Additional Systems and Services area. You will need to do a few other things to make your experience easier.

- **Password Registration** – Set up some security questions in the event you forget your password.
- **Password Reset** – Reset your temporary password to something you can remember.
- **Volmail** – This is your JALC email address that you will use to communicate with JALC and with your college instructors. Please check this regularly as they will not use your personal email address to communicate with you. You are able to forward this account to another email address by clicking the cog wheel in the upper right side of the Volmail page.
- **Desire2Learn (D2L)** – This is where your online classes will take place. Login here. You'll be able to self-register for a D2L orientation on the first page. See the area on the right side and click on the circled link to register. Your online classes will not show up on your D2L dashboard until the semester starts. Please do not be concerned if you do not see your course before the first day of classes. When in doubt, check your schedule to make sure you're still enrolled.
- **JALCtext** – Set this up to get text reminders about bill dates, registration dates, and occasional building closures, and website outages. We recommend every student sign-up for this service.



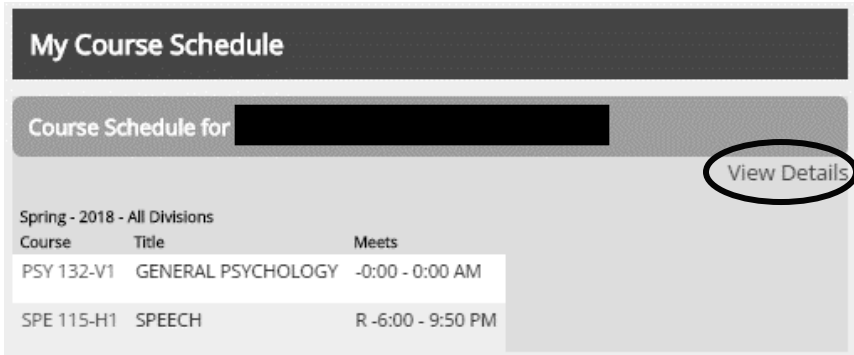
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Other Helpful information

Now that you've accomplished those first important steps, here are some other helpful areas in the Portal (MyJALC).

Finding your Schedule and Book Information:

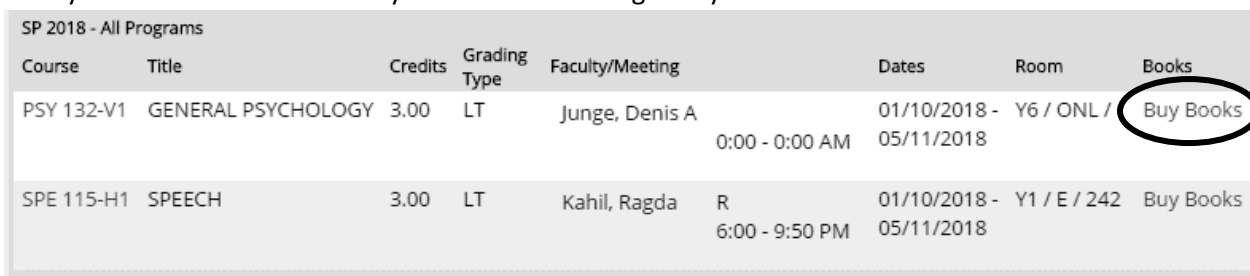
- 1) Right underneath the navy blue area that says myJALC, there's a gray bar. Click on the Students button on that gray bar. Now scroll down until you find the My Course Schedule area on the right and click on View Details



The screenshot shows a 'My Course Schedule' header. Below it is a 'Course Schedule for' section with a redacted name. A 'View Details' button is circled in red. Below this is a table for 'Spring - 2018 - All Divisions' with columns for Course, Title, and Meets.

Course	Title	Meets
PSY 132-V1	GENERAL PSYCHOLOGY	-0:00 - 0:00 AM
SPE 115-H1	SPEECH	R -6:00 - 9:50 PM

- 2) Now you want to click on the Buy Books link to the right of your schedule details:



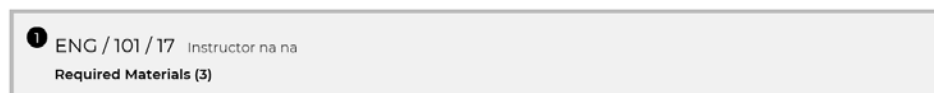
The screenshot shows a table for 'SP 2018 - All Programs' with columns for Course, Title, Credits, Grading Type, Faculty/Meeting, Dates, Room, and Books. The 'Buy Books' link for the first row is circled in red.

Course	Title	Credits	Grading Type	Faculty/Meeting	Dates	Room	Books
PSY 132-V1	GENERAL PSYCHOLOGY	3.00	LT	Junge, Denis A 0:00 - 0:00 AM	01/10/2018 - 05/11/2018	Y6 / ONL /	Buy Books
SPE 115-H1	SPEECH	3.00	LT	Kahil, Ragda R 6:00 - 9:50 PM	01/10/2018 - 05/11/2018	Y1 / E / 242	Buy Books

- 3) You will see something like this.

John A. Logan Bookstore

Fall 2019



The screenshot shows a bookstore page for 'ENG / 101 / 17' with 'Required Materials (3)' listed below.

Section Note
ALL SECTIONS



REQUIRED
Little Brown Handbook: Brief, MLA Upt (UnTabbed)(w/out Acc)
\$36.75 to \$81.75

Edition: 6th
ISBN: 9780134678733
Author Aaron
Publisher: Pearson
Formats: PAPERBACK, BriteWave Format

[Add to Wishlist](#)

Rent

Used Ⓢ **\$37.61**
Best Value Due 12/6/19

New **\$65.40**
Due 12/6/19

Buy

Used Ⓢ **\$61.50**

New **\$81.75**

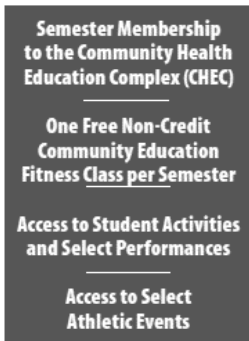
Digital **\$36.75**
Requirements

ISBN Number →

See the ISBN number? That's the number you're going to want to use to search for the book online at chegg.com, amazon.com, or anywhere you can find textbooks.

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Bill Information Explained



Your Dual Enrollment waiver covers up to 8 hours of tuition. You are responsible for paying any excess tuition hours and all fees by the posted due date on your bill. We have a \$5 per credit hour technology fee to cover all the technological needs for your classes; all students pay this fee. Do you have a charge for an Activity fee on your bill? If so, you have the opportunity to participate in some student activities and college services with no additional charges. See the graphic to the left for more information. All students who enroll in 6 or more hours in the fall and spring or 3 or more hours in the summer are charged this fee.

Notes about College Expectations

College courses have high expectations of students. Your instructors expect you to conduct yourself as a college student. Your instructors expect you to check your Volmail regularly, attend classes on time, participate in discussions productively, and be prepared for class.

Online classes expect you to login to your Desire2Learn on an almost daily basis and participate regularly in online discussions, complete assignments, and other online components depending on the course's requirements. Due dates on Desire2Learn 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 Desire2Learn site.

As students in college classes, some courses may have content that is graphic, violent, or mature in nature; however, this content is directly related to the course curriculum. Please discuss any questions or concerns about exposure to sensitive material with the course instructor.

Schedule Changes and Dual Credit Hold

Within the first 10 days of a fall or spring semester, or the first five days of a summer semester, you can drop out of a class with no repercussions. You will receive a refund on your account and the class will be removed from 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 any questions about your financial aid status because of your dual credit grades, please contact our office.

Our office now puts a hold on all Dual Credit student accounts which disables students from making schedule changes. If you need to change your schedule please contact our office or see your high school guidance counselor.

Dual Credit/Dual Enrollment 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 Dual Credit homepage at www.jalc.edu/dualcredit for access to the student handbook.

Finding Your Transcripts

You can find a link to your official and unofficial transcripts under helpful links on the main page of your MyJALC student portal.

Helpful Links

- [Apply for Graduation](#)
- [Course Search](#)
- [Employee Directory](#)
- [Find My ID](#)
- [My Academic Information](#)
- [MyJALC Mobile Site](#)
- [My Unofficial Transcript](#)
- [New Student Information Guide](#)
- [Request a Transcript](#)
- [Verify a Student Degree Certificate](#)
- [Where do I go when I need to...](#)

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