

Frequently Asked Questions about Dual Credit & Dual Enrollment

What is Dual Credit or Dual Enrollment?

- Dual Enrollment students are enrolled in public high school, private high school, or home school, and also attend John A. Logan College (JALC). These students receive college credit for their JALC courses, and may or may not receive credit at their high school. Please contact your high school counselor for more information about high school credit.
- Dual Credit is earned by students as high school credit and JALC credit at the same time. A student can receive dual credit in a JALC class that is:
 - Taught at a high school by a college qualified high school instructor
 - Taught at a high school by a JALC instructor
 - Taught at JALC during the school day with high school and college students (approved by an agreement with the high school)

What are the benefits of Dual Credit or Dual Enrollment?

Students taking Dual Credit and Dual Enrollment courses are known to gain:

- An easier transition from high school to college
- A greater likelihood of completing their college degrees
- Cost savings for students and families
- Real experience in the expectations of college-level work
- Enhanced skills required in college success such as time management, critical thinking, and study skills

What are the costs?

- Tuition and fees are waived for all dual credit classes taught by high school instructors. Students pay fees for dual credit taught by JALC faculty.
- For dual enrollment courses, the dual enrollment waiver covers up to 8 credit hours of tuition per semester. Students are responsible for all fees and course materials.
- There is a technology fee of \$5 per credit hour. An activity fee is applied when students take six credit hours for fall and spring semesters of \$65, and three credit hours in the summer for \$40. There could also be individual course fees. Those vary by class and can be found [here](#).

When can I get started?

High school students can begin enrolling and using the dual enrollment waiver the summer after their sophomore year. High schools must approve all dual credit and dual enrollment registrations. The dual enrollment waiver expires when a student graduates from high school.

What do I need to do to register for classes?

To register for classes, students must:

- Complete the [Dual Credit/Dual Enrollment Application](#) for Admissions on the JALC website.
- Have placement test scores on file with the College. Most of our students take our Accuplacer test on campus or at their high school with a JALC proctor. JALC also accepts qualifying ACT/SAT scores. To schedule an Accuplacer test on campus, [click here](#).
- Complete a registration form. You can fill out a [registration form](#) with your high school counselor and email it to us, or you can complete the [online registration form](#) and make an appointment with our office to discuss what courses will best fit your education plans.
- We will also need a copy of your high school transcript.

How do I find your office?

We are located in C207. If you enter through the West Lobby where the clock tower is located, you can go straight down C Wing and we will be on the left. For an interactive campus map, [click here](#).

Can I get an Associate's degree while I am in high school?

This is possible in some situations. Schedule an appointment with our office to discuss your options and degree requirements.

How does transferring credit work?

- Most Illinois colleges and universities accept our courses as core or elective credit. We are happy to help you with this process, and we also recommend contacting the transfer school directly to see how each of our JALC courses will transfer to that school.
- To send an official transcript to a college or university, go to Admissions and Records on the jalc.edu homepage and click [Request a Transcript](#).

How do I add, drop, or withdraw from a course?

- To make a schedule change, complete a form with your school counselor, or email us at dualcredit@jalc.edu. We cannot make schedule changes over the phone and you cannot make changes yourself online.
- You have the first 5 days of summer semester and the first 10 days of fall or spring semester to drop a class with a 100% refund if it's a Full Semester class. Block classes (ORI 100) have a shorter period. If you drop a course at 100%, the course will be completely removed from your schedule and college transcript.
- Withdrawals are allowed after the last day to drop with a 100% refund, and throughout most of the semester. If you request to withdraw from a course, you will receive a "W" on your transcript. Withdrawals remain on your permanent record and do not affect your college GPA, but could affect your federal financial aid if you withdraw from too many courses.

What happens if I get a bad grade?

You can request to have a dual credit or dual enrollment grade changed to a "W" on your transcript by completing a [grade change request form](#) with our office.

College Readiness Office Contact Information:

- Location: C207
- Phone: 618-985-2828, Extension 8312
- Email: dualcredit@jalc.edu

