Please advise your students to READ the Student Responsibilities listed on each registration form.

All Juniors and Seniors NOT ENROLLING in this dual-credit course MUST complete the Not Enrolling Acknowledgement located at the bottom of the registration form (only printed name and signature are required). This policy is being implemented as parents call indicating that their child submitted a registration form for a course, but the student was not enrolled as we did not receive a form. You must submit a registration form for every Junior or Senior in your class.

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**IMPORTANT DATES**

- **10/17/17**  
  **Mid-Term Enrollment Verification Date**

  Please drop any student not pursuing this course, or who is receiving a grade of "D" or "F", not later than one day before the Mid-Term Enrollment Verification date using an Instructor Initiated Withdrawal Form. This will ensure that this course will not show up on a student's JJC transcript. You should only have students pursuing this course with a grade of "A", "B", or "C" enrolled in this course by the mid-term enrollment.

- **11/26/17**  
  **Last Day to Drop (to receive a grade of "W")**

  Please drop any student who is receiving a grade of "D" or "F" before the Last Day to Drop using an Instructor Initiated Withdrawal Form. Ideally, these students would only be students who were receiving a grade of "A", "B", or "C" at the mid-term date who are now likely to receive a grade of "D" or "F". Dropping a student before the Last Day to Drop will ensure the student receives a "W" grade, not a failing grade.

- **12/20-12/27**  
  **Final Exam Grading Period**
Please LEGIBLY print in black or blue ink (Do NOT use pencil)

JJC Student ID #: 0

First Name: ___________________________ Email: ___________________________

Last Name: ___________________________ Address: ___________________________

Phone: [_____]___________ ☐ Home ☐ Cell City: ___________________________

If apartment, include apartment number

Birth Date: Mo_____ Day_____ Yr_______ State: _____ ZIP Code: _____________

COAL CITY HIGH SCHOOL

JJC Course JJC Course Name School Course Name Credit

CIS 116 CCD1 Introduction to Internet 08:25A-09:45A Computer Tech: Online Tools 1.00 Sara Anderson

Pre-Requisites No Prerequisites

Student Responsibilities

This JJC dual-credit course is separate from the high school or career center course. I understand that if I drop the high school / career center course, move out of district, or attend another school, that I must drop the JJC course by calling (815) 280-6927 or risk a failing grade being posted to my JJC transcript.

I need to drop this JJC dual-credit course by the last day to drop indicated above if I am not going to earn a grade of "A", "B", or "C" by calling (815) 280-6927.

I understand that I am ineligible to enroll in this course if I have received a grade of "D" or "F" in a previous JJC course.

I understand that providing false or incomplete information on this registration form may make me ineligible to enroll in this course.

I have read and understand the Student Responsibilities X Signature ___________________________

Juniors and Seniors Not Enrolling Acknowledgement

If you are a Junior or Senior and NOT enrolling in this course, please LEGIBLY print and sign your name below to indicate you are NOT pursing this dual credit course (you do NOT have to provide any demographic information above):

Printed Name: ___________________________ X Signature ___________________________

Only Juniors and Seniors are eligible to register
# Enrollment Summary Sheet

To: Office of Dual Credit  
Fax #: 815-280-6930  
Phone #: 815-280-6927

From: ___________________________  
Date: ___________________________

Coal City High School  
08/18-12/20  08:25A-09:45A  
Sara Anderson  
CIS 116 CCD1

H.S./Career Center Course Title: COMPUTER TECH: ONLINE TOOLS

# of Freshman and Sophomore in this class (all are ineligible to register--do NOT submit registration forms) ________

# of Juniors and Seniors ENROLLING (A) ________

# of Juniors and Seniors NOT ENROLLING (B) ________

# of Juniors and Seniors in this class (C)  
This total should = (A) + (B) ________

# of ENROLLING Junior and Senior FORMS SUBMITTED (if total does not = (A) above, please explain ________  
in Comments section

# of NOT ENROLLING Junior and Senior FORMS SUBMITTED (bottom acknowledgement section must be completed); (if total does not = (B) above, please explain in ________  
Comments section

Please complete these steps before submitting packet: Check

Current H.S. class roster MUST be included:

☐ Cross off any Freshman and Sophomore students  
☐ Indicate "NE" next to Juniors and Seniors "N"ot "E"nrolling

Alphabetized registration forms

☐ Place Not Enrolling forms behind Enrolling forms

Cancel Class (No Enrollment) ☐

Comments Section

Please send your registration forms, AS A GROUP BY COURSE, to the Office of Dual Credit when all are completed.  
Email to: officeofdualcredit@jjc.edu or fax to (815) 280-6930

You may check the status of each course by viewing the course roster via eResources
Student must have applied for and obtained a JJC ID number before completing this registration form; return completed form to your instructor. For additional information on dual credit, visit → www.jjc.edu/dual-credit

Please LEGIBLY print in black or blue ink (Do NOT use pencil)  

JJC Student ID #: 0  
First Name: ___________________________  
Last Name: ___________________________  
Email: _______________________________  
Address: _______________________________  

If apartment, include apartment number  
Phone: [____]_________  
Home ☐  Cell ☐
City: ___________________________  
State: _______  ZIP Code: _____________

Birth Date: Mo______ Day______ Yr______

JJC Course  JJC Course Name  School Course Name  Credit  
CIS 116 CCD2  Introduction to Internet  09:50A-11:10A  Computer Tech: Online Tools  1.00  Sara Anderson

**Pre-Requisites**  No Prerequisites

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**Student Responsibilities**

- This JJC dual-credit course is separate from the high school or career center course. I understand that if I drop the high school / career center course, move out of district, or attend another school, that I must drop the JJC course by calling (815) 280-6927 or risk a failing grade being posted to my JJC transcript.
- I need to drop this JJC dual-credit course by the last day to drop indicated above if I am not going to earn a grade of "A", "B", or "C" by calling (815) 280-6927.
- I understand that I am ineligible to enroll in this course if I have received a grade of "D" or "F" in a previous JJC course.
- I understand that providing false or incomplete information on this registration form may make me ineligible to enroll in this course.

I have read and understand the Student Responsibilities  X  Signature __________________________________________

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**Juniors and Seniors Not Enrolling Acknowledgement**

If you are a Junior or Senior and NOT enrolling in this course, please LEGIBLY print and sign your name below to indicate you are NOT pursing this dual credit course (you do NOT have to provide any demographic information above):

Printed Name: ___________________________  X  Signature __________________________________________
Enrollment Summary Sheet

To: Office of Dual Credit  Fax #: 815-280-6930  Phone #: 815-280-6927

From: ___________________________ Date: ___________________________

Coal City High School  Sara Anderson

08/18-12/20  09:50A-11:10A  
H.S./Career Center Course Title: COMPUTER TECH: ONLINE TOOLS

# of Freshman and Sophomore in this class (all are ineligible to register--do NOT submit registration forms)

# of Juniors and Seniors ENROLLING (A)

# of Juniors and Seniors NOT ENROLLING (B)

# of Juniors and Seniors in this class (C)

This total should = (A) + (B)

# of ENROLLING Junior and Senior FORMS

SUBMITTED (if total does not = (A) above, please explain in Comments section)

# of NOT ENROLLING Junior and Senior FORMS

SUBMITTED (bottom acknowledgement section must be completed); (if total does not = (B) above, please explain in Comments section

Please complete these steps before submitting packet:

Current H.S. class roster MUST be included:

- Cross off any Freshman and Sophomore students
- Indicate “NE” next to Juniors and Seniors "N"ot “E”nrolling

Alphabetized registration forms

- Place Not Enrolling forms behind Enrolling forms

Cancel Class (No Enrollment)

Comments Section

Please send your registration forms, AS A GROUP BY COURSE, to the Office of Dual Credit when all are completed.

Email to: officeofdualcredit@jjc.edu or fax to (815) 280-6930

You may check the status of each course by viewing the course roster via eResources
Please LEGIBLY print in black or blue ink (Do NOT use pencil)

JJC Student ID #: 0 □ □ □ □ □ □ □ □ □ □ □ □ □ □

First Name: ________________________________  Email: ________________________________

Last Name: ________________________________  Address: ________________________________

Phone: [_____]________________  Home  Cell

City: ________________________________  State: ________  ZIP Code: ________________

Birth Date: Mo______  Day______  Yr______  State: ________  ZIP Code: ________________

COAL CITY HIGH SCHOOL

JJC Course  JJC Course Name  School Course Name  Credit

CIS 116 CCD3  Introduction to Internet  01:10P-02:30P  Computer Tech: Online Tools  1.00  Sara Anderson

Pre-Requisites  No Prerequisites

Student Responsibilities

- This JJC dual-credit course is separate from the high school or career center course. I understand that if I drop the high school / career center course, move out of district, or attend another school, that I must drop the JJC course by calling (815) 280-6927 or risk a failing grade being posted to my JJC transcript.

- I need to drop this JJC dual-credit course by the last day to drop indicated above if I am not going to earn a grade of "A", "B", or "C" by calling (815) 280-6927.

- I understand that I am ineligible to enroll in this course if I have received a grade of "D" or "F" in a previous JJC course.

- I understand that providing false or incomplete information on this registration form may make me ineligible to enroll in this course.

I have read and understand the Student Responsibilities  X  Signature__________________________

Juniors and Seniors Not Enrolling Acknowledgement

If you are a Junior or Senior and NOT enrolling in this course, please LEGIBLY print and sign your name below to indicate you are NOT pursing this dual credit course (you do NOT have to provide any demographic information above):

Printed Name: ________________________________  X  Signature__________________________
Enrollment Summary Sheet

To: Office of Dual Credit  Fax #: 815-280-6930  Phone #: 815-280-6927

From:  Date:

Coal City High School
08/18-12/20  01:10P-02:30P
H.S./Career Center Course Title: COMPUTER TECH: ONLINE TOOLS

# of Freshman and Sophomore in this class (all are ineligible to register--do NOT submit registration forms)

# of Juniors and Seniors ENROLLING (A)

# of Juniors and Seniors NOT ENROLLING (B)

# of Juniors and Seniors in this class (C)  This total should = (A) + (B)

# of ENROLLING Junior and Senior FORMS SUBMITTED (if total does not = (A) above, please explain in Comments section)

# of NOT ENROLLING Junior and Senior FORMS SUBMITTED (bottom acknowledgement section must be completed); (if total does not = (B) above, please explain in Comments section)

Please complete these steps before submitting packet:

Check

Current H.S. class roster MUST be included:
Cross off any Freshman and Sophomore students
Indicate "NE" next to Juniors and Seniors "N"ot "E"nrolling

Alphabetized registration forms
Place Not Enrolling forms behind Enrolling forms

Cancel Class (No Enrollment)

Comments Section

Please send your registration forms, AS A GROUP BY COURSE, to the Office of Dual Credit when all are completed.
Email to: officeofdualcredit@jjc.edu or fax to (815) 280-6930

You may check the status of each course by viewing the course roster via eResources