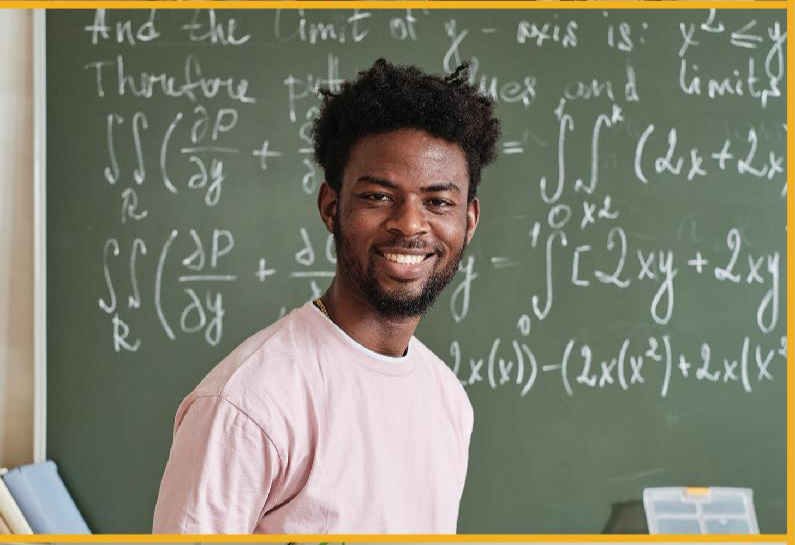

JJC Dual Credit
Student Handbook
12x12x12

JOLIET JUNIOR COLLEGE
1901
Dual Credit

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Mission

The mission of the Office of Dual Credit at Joliet Junior College is to promote equity by providing accessible pathways to higher education for all students, regardless of background or circumstance. We are committed to fostering inclusive learning environments that empower diverse learners, promote academic excellence, and prepare students for success in college and beyond.

About JJC

Joliet Junior College (JJC) was founded in 1901 and is proudly recognized as the first public community college in the United States. It was the "brain child" of J. Stanley Brown, Superintendent of Joliet Township High School, and William Rainey Harper, President of the University of Chicago. The college's initial enrollment was six students. Today, JJC serves more than 30,000 students in credit classes and noncredit courses, and continues to set the example as an affordable, quality institution to student learning. To learn more about the history of JJC, please go to: About JJC-History

As a comprehensive institution of higher learning, JJC offers pre-baccalaureate programs for students planning to transfer to a four-year university as well as career and technical education leading directly to employment. JJC also offers adult education and literacy programs, workforce development services, and robust student services to ensure all learners have access to the supports they require to encourage their academic growth and personal well-being.

What is Dual Credit?

Dual Credit is a program where high school students earn both high school and college credit upon successful completion of a dual credit course with a “C” or better. Dual credit courses follow the JJC course syllabus and use the JJC grading scale for the college grade.

Benefits of Dual Credit

There are several benefits of participating in dual credit. Some of the benefits include:

- **Reduces overall college costs**: JJC dual credit courses are offered at $12 per credit hour.
- **Complete your college degree in less time**: Since you got a jumpstart on earning college credit, you'll be able to earn your degree in less time than the average student.
- **Smooth transition from high school to college**. Dual credit courses help prepare students by offering them college-level work, so they know what to expect.
- **Convenience.** Students will be taking JJC dual credit courses during their high school daytime schedule. **College courses that will transfer**. Students will get a JJC grade when they finish a dual credit course. To learn more about transferring college credits, please refer to itransfer.org.

Available Courses

JJC offers General Education and Career and Technical Education (CTE) courses as dual credit options. Please see the Appendix at the end of this handbook for a detailed list.

Illinois Articulation Initiative (IAI)

JJC is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum (GECC) between participating institutions in Illinois. Completion of the transferable General Education Core Curriculum (GECC) at any participating college or university in Illinois assures transferring students that lower division general education requirements for an associate or bachelor's degree have been satisfied. A database is maintained that contains all statewide IAI articulated courses at each participating institution. Students who plan to transfer at some point during their college career should access this IAI information on the iTransfer website.

What is Dual Enrollment?

At JJC, Dual Credit and Dual Enrollment are two different programs. While dual credit courses take place at the high school campus for the tuition rate of $12 per credit hour, dual enrollment courses take place on JJC's main campus at varied tuition rates. For information regarding program requirements, registration, and tuition, please visit the respective program's web page or contact your high school counselor for more information. Below you will find the available Dual Enrollment program offerings.

AIM (Advanced Integrated Maintenance)

The AIM program provides students with core education and technical hands-on skills they need to pursue careers in the advanced manufacturing sector. Students participate in four college courses building skills and awareness in industrial maintenance, industrial fluid power, basic wiring, circuit design, and industrial controls. For more information, please contact aimtech@jjc.edu.

ACE (Architecture/Construction/Engineering)

The ACE program has been designed for students considering career pathways in the construction field. Through relevant and challenging college courses, students receive a solid foundation in the fundamental coursework in the professional tracks of the building industry. Each ACE program class covers the terminology, processes, skills, and industry specific content to give the student a full snapshot of the fundamentals of the building and construction industry. For more information, please contact Laura Cotner, ACE Program Coordinator at lcotner@jjc.edu.

AET Applied Engineering Technology

Students in the AET program have the opportunity to focus on the application and implementation of design theory. Students participate in classroom and hands-on shop experience. Emphasis is placed on exercises and projects that embody the basic processes and operations in using hand, layout, and machine tools. Students acquire knowledge and skills in the use of numerical control and computer numerical control milling and turning machines. This program takes place during the third time block at Wilco Area Career Center (Wilco), and students require their own transportation to JJC's main campus. Please contact your high school counselor for more information.

Cisco Pathway

Wilco offers a pathway to Cisco certification. JJC's Cisco program provides exposure to a broad cross-section of computer and network security topics. The Cisco CCNA Security program at JJC provides training that is also recognized by the United States National Security Agency (NSA). The program includes hands-on experience using tools and equipment to provide businesses and governments both secure and reliable communication systems. Protection of assets inclusive of malware containment and mitigation and other types of cyber-attacks are also covered. To enroll in Cisco pathway courses at Wilco, please speak to your high school counselor.

Nursing Assistant Dual Enrollment (Joliet Township High Schools)

The enrollment process for the Nursing Assistant Dual Enrollment through Joliet Township High School

begins at the high school. Please contact your high school counselor for more information.

Fire Science and Emergency Medical Technician (Lincoln Way School District)

The enrollment process for the Fire Science and EMT Dual Enrollment programs at Lincoln Way school district begins at the high school. Please contact your high school counselor for more information.

Dual Credit vs. Advanced Placement

Dual Credit and Advanced Placement courses are two methods of earning college credit while in high school but are vastly different programs.

Dual Credit: Upon successful completion of a dual credit course with a "C" or better, college credit will be awarded to the student's JJC transcript. Students who do not attend JJC after high school graduation may have their transcript sent to their college or university by requesting a transcript from the JJC Registrar's Office.

Advanced Placement: Students who enroll in Advanced Placement (AP) courses at their high school may receive college credit for an equivalent JJC course if they receive a score of a "3" or higher on the AP Exam. Please check with the institution you plan to attend after high school regarding their policy regarding AP credit.

AP Exam Title	Score Accepted	JJC Equivalent Course(s)	Credits
Art History	3 or higher	ART 115 and ART 116	6
Biology	3 4 or 5	BIO 151 or BIO 104 BIO 151 and BIO 152	5 10
Calculus AB	3 or higher	MATH 170	5
Calculus BC	3 4 or 5	MATH 170 MATH 170 and MATH 171	5 9
Chemistry	3 or 4 5	CHEM 101 CHEM 101 and CHEM 102	5 10
Comparative Government & Politics	3 or higher	PSCI 103	3
Computer Science A	3 or higher	CIS 236 or CIS 246	4 4
Computer Science Principles	3 or higher	CIS 130	4
English Language & Composition	3 or higher	ENG 101	3
English Literature & Composition	3 or higher	ENG 204	3
Environmental Science	3 or higher	BIO 146	3
European History	3 or higher	Social Science Elective	3
French Language & Culture	3 or higher	FRCH 101, 102, 103	12
Human Geography	3 or higher	GEOG 106	3
Macroeconomics	3 or higher	ECON 103	3
Microeconomics	3 or higher	ECON 104	3
Music Theory	3 or higher	MUS 104	3
AP Physics 1	3 or higher	PHYS 101	5
AP Physics 2	3 or higher	PHYS 102	5
Physics C Mechanics Electricity & Magnetism	 3 or higher 3 or higher	 PHYS 201 PHYS 202	 5 5
Psychology	3 or higher	PSYC 101	3
Spanish Language & Culture	3 or higher	SPAN 101, 102, 103	12
Spanish Literature & Culture	3 or higher	SPAN 101, 102, 103	12
Statistics	3 or higher	MATH 128	4
Studio Art Drawing 2-D Design 3-D Design	 3 or higher 3 or higher 3 or higher	 ART 101 ART 103 ART 104	 3 3 3
U.S. Government & Politics	3 or higher	PSCI 101	3
U.S. History	3 or higher	HIST 103	3
World History	3 or higher	HIST 108	3

12x12x12 Initiative & Dual Credit Tuition

JJC's 12x12x12 dual credit initiative launched in fall 2023. The goal is for all district high school students to earn at least 12 credit hours of dual credit, by the time they complete the 12th grade, and pay only $12 per credit hour.

Under this initiative, the tuition for a three credit hour dual credit course is only $36. If the same course were taken at JJC after graduating from high school, it would cost at least $453. That is a savings of over $400 per college class!

12x12x12 Scholarship

Students who have successfully completed a minimum of 12 JJC credit hours of dual credit by the time they graduate high school, qualify for a $500 12x12x12 dual credit scholarship. There is no application required for this scholarship. To be eligible, students must register for a minimum of six credit hours at JJC for the term immediately following high school graduation.

Dual Credit Eligibility Information

In order to enroll in a dual credit course at JJC, students must meet the following criteria:

- Attend a high school who partners with JJC for dual credit.
- Have permission to take the course from your high school and parent/guardian.
- Demonstrate the maturity level needed to be successful in college course work.
- Complete the application and registration process in DualEnroll.
- Meet course prerequisite and placement requirements.
- Receive a "C" or better in previous dual credit courses.

DualEnroll vs. MyJJC

DualEnroll is the application and registration software for dual credit at JJC. MyJJC is the student portal for all JJC students, and is where students can find and pay their tuition bill. These are two separate systems that require different login credentials. Please see details below.

Dual Credit Application & Registration via DualEnroll

All Dual Credit students will apply to the Dual Credit program and register for courses using JJC's Dual Enroll platform. Course registration will take place in class during the first week of school. Please note: the registration window for all 2024 closes on **September 2** and the registration window for spring 2025 closes on **January 27**. All Dual Credit students must also receive parent/guardian consent to enroll in a Dual Credit course.

For a step-by-step guide regarding the JJC Dual Credit application and registration process, please final pages of student handbook.

MyJJC Portal and New Account Setup

After successfully completing the JJC Dual Credit Application and allowing 48-72 hours for processing, students need to complete the New Account Setup. This gives students access to their MyJJC portal and email. Students will not be able to access their grades or bill if this step is not completed. Please note: MyJJC and DualEnroll are different websites with different login credentials.

Placement Testing

Some Dual Credit courses have prerequisites. If you do not meet the prerequisite of your chosen course with a qualifying ACT, SAT, or PSAT score, you will have to take the ALEKS and/or Accuplacer exams prior to the start of the semester. Please speak to your high school counselor regarding placement testing on your campus. If you are not able to test at your high school, testing is available through Testing Services located at Main and

Romeoville campuses. Students requiring placement testing can find detailed information such as hours of operation, location, and parking as well as testing guidelines and contact information at the Testing Services website or contact their office directly at 815-280-2261. It is highly recommended that all students review the testing guidelines found on the Testing Services website, prior to their testing date. Additional course information can be found in the Course Catalog.

Student ID

Dual credit students are eligible for a JJC student ID card. Students may visit the Student ID office during business hours or by utilizing the online Student ID application. To access the application, students will need to sign in with their JJC email address and password. For more information visit MyJJC's Photo ID Card Services page or call 815-280-2709.

Tuition Payment

Students can view their bill in their MyJJC portal. To access the MyJJC portal for the first time, students must complete the New Account Setup process. Payment is due at the time of registration.

Payment Option	Location	Forms of Payment Accepted	Convenience Fee
Online	MyJJC Portal	American Express, Visa, MasterCard, Discover, and e-check	1.95% convenience fee for credit cards.
In-Person (JJD ID or SSN required)	Main Campus; A-1020 Romeoville: RMA-1024	American Express, Visa, MasterCard, Discover, cash, and e-check	1.95% convenience fee for credit cards.
Phone (JJD ID or SSN required)	815-280-6688	American Express, Visa, MasterCard, and Discover	1.95% convenience fee for credit cards.
Tuition Drop Box	Main Campus outside A-1020	Check only	
Mail	Student Accounts & Payments A-1020 1215 Houbolt Road, Joliet IL 60431	Check only	

Student Responsibilities

Dual credit courses are college-level courses, requiring students to engage fully in their academic responsibilities. If students encounter challenges, they are encouraged to seek guidance from their instructor, high school counselor, or an Office of Dual Credit staff member. These courses may delve into controversial topics not typically covered in high school, presenting new academic demands. It is essential for dual credit students to prepare accordingly and interact with instructors as college students would.

Students should plan to spend approximately two hours of study time outside of class for everyone hour spent in a class. For example, to succeed in a JJC dual credit 3-credit hour course, students should allocate approximately two hours of study outside class, totaling six hours per week.

Additionally, students must also familiarize themselves with their instructor's grading scale, as it may differ from what they are familiar with in high school. Detailed grading criteria will be outlined in the course syllabus provided during the first week of class. Should students have any questions or concerns about their performance, it is their responsibility to communicate with the instructor to understand what improvements are needed for success.

Student Rights and Responsibilities

The Office of Student Rights & Responsibilities is responsible for protecting the integrity of the college experience; upholding the college's policies, procedures, and laws that apply to the protection and rights of students and providing advocacy when needed. The office is also responsible for assisting students with mental health and well-being by providing assistance and access to mental health care, through on-and-off campus resources.

Academic Honor Code

JJC acknowledges the importance of honest academic behavior. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and to recognize the importance of being accountable for one's academic behavior. Acts of academic dishonesty include:

- Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic/cellular devices with or without photographic capability in taking quizzes, tests or examinations and the acquisition, without permission, of a test or other academic material belonging to JJC, to any department, or to any staff.
- Plagiarism: The reproduction of ideas, words, or statements of another person as one's own without acknowledgement, or use of an agency engaged in the selling of term papers or other academic materials.
- Unauthorized Collaboration: Intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- Falsification and Fabrication: Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member or office.
- Facilitation of Academic Dishonesty: Permitting or attempting to help another to violate the Academic Honor Code; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

Attendance

If a student has absences in excess of ten days, please notify the Office of Dual Credit. This way, a determination can be made if the student should be removed from the course or receive an incomplete grade.

Academic Caution

To protect the academic record of dual credit students, any student who receives a final grade of a "D" or "F" will be prohibited from taking additional dual credit courses. To avoid academic caution, it is strongly advised to withdraw from the course.

Withdrawing from a Dual Credit Course

If a student believes they will be unable to complete a course with a "C" or better, they should request an instructor-initiated withdrawal before the deadline. Failing to withdraw on time may result in a low grade that could negatively affect their college GPA and future academic opportunities.

It is important to be mindful that failure to withdraw from a dual credit course in which a student receives a low grade may impact financial aid eligibility, as dual credit courses count toward a student's college record. Failing or withdrawing from a course could affect satisfactory academic progress (SAP), which is required to maintain financial aid. Students should consult their instructor, high school counselor, or the Office of Dual Credit with any questions they have in regards to withdrawing from a dual credit course.

Incomplete Grade

An instructor may award a temporary grade of Incomplete (I) to students unable to finish a course at the end of a semester due to an emergency or other unanticipated circumstances. The new completion date is six weeks after the end of the semester, unless the course is a required prerequisite for the following spring semester. In that instance, the coursework would need to be completed and final grade updated before the spring semester starts.

When the student completes the required work by the incomplete deadline, the instructor will submit a form to change the student's grade. If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F."

Impact on Financial Aid Eligibility

Dual credit students are not eligible to use Federal Financial Aid for their dual credit courses. However, keep in mind that credit earned through participation in dual credit affects the length of time a student can continue to receive state and federal financial aid, the satisfactory academic progress evaluation, and the annual maximum award amounts for federal student loan programs.

Standards of Academic Progress

Satisfactory Academic Progress (SAP) is a set of criteria that students must meet to remain eligible for federal financial aid. These criteria typically include:

Grade point average: Students must maintain a minimum GPA, usually a "C" or better. For example, Northeastern Illinois University (NEIU) requires undergraduate students to maintain a 2.0 GPA, while graduate students must maintain a 3.0 GPA.

Course completion rate: Students must complete a minimum percentage of their attempted coursework. The minimum percentage is 66.67%. Courses with a grade of "W" or "F" are not considered completed.

Maximum timeframe: Students must complete their degree within 150% of the program's published length. For example, a student working toward an Associate of Arts (A.A.) degree needs 60 hours to graduate. Once the student attempts 90 hours, they are no longer eligible for financial aid.
(60 hrs. x 150% = 90 hours)

Student Services

Since all students enrolled in a dual credit course are considered JJC students, they have access to the same student services as on-campus students. Below are some of the services most utilized by dual credit students.

Career Services

Students looking for help writing resumes and cover letters, mock interviews, and job search assistance may utilize the services offered by JJC Career Services.

Disability Services

Students enrolled in dual credit courses are entitled to the same supplementary aids and accommodations outlined in their Individualized Education Program (IEP) under Article 14 of the School Code or Section 504 plan under the Federal Rehabilitation Act of 1973. These accommodations apply while taking dual credit courses on their high school campus. If students have any questions about their accommodations or how they apply in a dual credit course, they should speak with their instructor for clarification and support. Students may consult with JJC Disability Services they have any questions.

Fitness Center

Dual credit students ages 16 and over are eligible to use the Fitness Center located on JJC's main campus. A waiver form is required for all students to use the Fitness Center as well as a valid JJC ID. Students ages 16-17 must have the waiver signed by their high school counselor before receiving access to the facility. Please contact the JJC Fitness Center for additional information.

Library

Dual credit students have access to the JJC Library, which includes online resources. A valid JJC ID card is needed to check out books and to utilize the study rooms.

Tutoring and Learning Center

Free in-person and online tutoring for all dual credit classes through the Tutoring & Learning Center.

Matriculating to JJC

Dual credit students who intend to enroll at JJC after high school graduation must complete the JJC General Application. For a list of next steps after applying, visit the Admitted Students page.

Official College Transcript

JJC has partnered with Parchment to order and send your transcript securely. Student may order their transcripts for $15 using the following link: Order Transcripts. To check your order status please sign in to Parchment.com and click Orders. Go to the Tracking help page for full details.

Contact Information

The Office of Dual Credit is available to provide support to our dual credit students and their parents/guardians. For general questions, please email OfficeOfDualCredit@jjc.edu or visit the Dual Credit website**.**

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Appendix

On the following pages you will find:

- Dual Credit Course Offerings by Location
- Dual Credit Prerequisite Report
- DualEnroll Instructional Guides
- Dual Credit How to Pay My Bill Flyer
- 12x12x12 Informational Flyers

JOLIET JUNIOR COLLEGE 1901

Dual Credit Course Offerings by Location 2024/2025

Bloomington Area Career Center
CA 106 - Applied Food Service Sanitation

Bolingbrook High School
ACCY 100 - Principles of Accounting
CDEV 101 - Introduction to Early Childhood Education
CDEV 137 - Creativity and Play in Early Childhood
CIS 126 - MS Office
CIS 145 - Fundamentals of Networking
DGTL 100 - Concepts of Digital Media
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
GAME 200 - Game Design
MATH 138 - Pre-Calculus I: Algebra
MGMT 220 - Entrprenuership & Small Bus Mgmt

Coal City High School
ACCY 100 - Introduction to Accounting
CIS 126 - MS Office
FIN 100 - Personal Finance
MATH 128 - Elementary Statistics
MATH 142 - Accelerated Trig/Pre-Calculus
MATH 170 - Calculus with Analytic Geometry I

Dwight Township High School
MATH 128 - Elementary Statistics
MATH 142 - Accelerated Trig/Pre-Calculus

Furqaan Academy
MATH 127 - Mathematics for General Education

Gardner-South Wilmington High School
ENG 101/102 - Rhetoric
MATH 127 - Mathematics for General Education
STAT 101 - Introduction to Data Science

Grundy Area Vocational Center
ART 110 - Introduction to Computer Graphics
AS 106 - Automotive Fundamentals
CA 105 - Intro to Culinary Arts Principles and App
CA 106 - Applied Food Service Sanitation
CIS 126 - MS Office
EMS 100 - Public Service Careers
EMS 101 - First Responder
FSCI 101 - Principles of Emergency Services
FSCI 102 - Introduction to Fire Prevention
LENF 101 - Intro to Law Enforcement
LENF 112 - Durgs, Addiction & Crime
LENF 222 - White Collar, Corruption & Law
NA 101 - Certified Nurse Assistant Training
WLDG 101 - Introduction to the Welding Process
WLDG 110 - SMAW I - Flat and Horizontal
WLDG 120 - SMAW II - Vertical and Overhead

Joliet Catholic Academy
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
MATH 128 - Elementary Statistics
MATH 142 - Accelerated Trig/Pre-Calculus
PSYC 101 - General Psychology

Joliet Central High School
ACCY 100 - Introduction to Accounting
AS 106 - Automotive Fundamentals
BUS 110 - Principles of Customer Service
CA 106 - Applied Food Service Sanitation
CADD 101 - 2D CADD I
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
MATH 128 - Elementary Statistics
MATH 142 - Accelerated Trig/Pre-Calculus
MATH 170 - Calculus with Analytic Geometry I

Joliet West High School
ACCY 100 - Introduction to Accounting
AS 106 - Automotive Fundamentals
BUS 110 - Principles of Customer Service
CA 106 - Applied Food Service Sanitation
CADD 101 - 2D CADD I
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
MATH 128 - Elementary Statistics
MATH 142 - Accelerated Trig/Pre-Calculus
MATH 170 - Calculus with Analytic Geometry I
MKTG 101 - Principles of Marketing

Lincoln School
CA 106 - Applied Food Service Sanitation

Lemont High School
CIS 126 - MS Office
EDUC 101 - Introduction to Education
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
MATH 170 - Calculus with Analytic Geometry I

Lincoln-Way Central High School
AS 106 - Automotive Fundamentals
CIS 126 - MS Office
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
WLDG 101 - Introduction to the Welding Process
WLDG 110 - SMAW I - Flat and Horizontal

Lincoln-Way East High School
AS 106 - Automotive Fundamentals
CIS 126 - MS Office
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
WLDG 101 - Introduction to the Welding Process
WLDG 110 - SMAW I - Flat and Horizontal

Lincoln-Way West High School
CIS 126 - MS Office
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
WLDG 101 - Introduction to the Welding Process
WLDG 110 - SMAW I - Flat and Horizontal

Livingston Area Career Center
CA 105 - Intro to Culinary Arts Principles and Applications
CA 106 Applied Food Service Sanitation

Lockport East High School
ACCY 100 - Introduction to Accounting
AS 106 - Automotive Fundamentals
BUS 101 - Introduction to Business
CADD 101 - 2D CADD I
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
HORT 100 - Introduction to Horticulture
MGMT 220 - Entrepreneurship & Small Business Mgmt
PSYC 101 - General Psychology

Minooka Central High School
BIO 146 - Environmental Biology
COMM 101 - Principles of Communication
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
HIST 103 - History of the US to 1865
HIST 104 - History of the US, 1865 to Present
HIST 105 - History of Civilization I
HIST 106 - History of Civilization II
MATH 128 - Elementary Statistics
MUS 102 - Exploration of American Music
PSCI 101 - American National Government
WLDG 101 - Introduction to the Welding Process

Morris Community High School
COMM 101 - Principles of Communication
FIN 100 - Personal Finance
MATH 128 - Elementary Statistics
MATH 170 - Calculus with Analytic Geometry I
PSYC 101 - General Psychology

Plainfield Central High School
ENG 101/102 - Rhetoric
MUS 102 - Exploration of American Music

Plainfield East High School
CA 106 - Applied Food Service Sanitation
BIO 125 - Human Biology
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
HIST 103 - History of the US to 1865
HIST 104 - History of the US, 1865 to Present
HIST 105 - History of Civilization I
HIST 106 - History of Civilization II
PSYC 101 - General Psychology

Plainfield North High School
ENG 101/102 - Rhetoric
HIST 105 - History of Civilization I
HIST 106 - History of Civilization II
PSYC 101 - General Psychology

Plainfield South High School
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance

Reed-Custer High School
ACCY 100 - Introduction to Accounting
CADD 101 - 2D CADD I
CIS 126 - MS Office
COMM 101 - Principles of Communication
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
HIST 103 - History of the US to 1865
HIST 104 - History of the US, 1865 to Present
MATH 127 - Mathematics for General Education
MATH 128 - Elementary Statistics
MUS 102 - Exploration of American Music
PSYC 101 - General Psychology

Romeoville High School
ACCY 100 - Introduction to Accounting
CIS 126 - MS Office
CIS 145 - Fundamentals and Networking
DGTL 100 - Concepts of Digital Media
ENG 101/102 - Rhetoric
FIN 100 - Personal Finance
GAME 200 - Game Design
MATH 128 - Elementary Statistics
MATH 138 - Pre-Calculus I: Algebra
MGMT 220 - Entrprenuership & Small Bus Mgmt

Seneca Township High School
MATH 128 - Elementary Statistics
MATH 142 - Accelerated Trigonometry/Pre-Calc
MATH 170 - Calculus with Analytic Geometry
MUS 102 - Exploration of American Music

Technology Center of DuPage
CA 112 - Introduction to Food Preparation
CA 152 - Quality Food Preparation II

Thornton Fractional Center for Academic & Tech
CA 105 - Intro to Culinary Arts Principles and Applications
CA 106 - Applied Food Service Sanitation

Thornton Fractional North High School
CA 105 - Intro to Culinary Arts Principles and Applications
CA 106 - Applied Food Service Sanitation

Thornton Township High School
CA 105 - Intro to Culinary Arts Principles and Applications
CA 106 - Applied Food Service Sanitation

Thornwood High School
CA 106 - Applied Food Service Sanitation

Wilco Area Career Center
AGRI 119 - Introduction to Veterinary Medical Tech
AS 101 - Automotive Fundamentals for Consumers
AS 106 - Automotive Fundamentals
BUS 110 - Principles of Customer Service
BUS 111 - Principles of Business Comminications
CA 105 - Intro to Culinary Arts Principles and Applications
CA 106 - Applied Food Service Sanitation
CDEV 101 - Introduction to Early Childhood Education
CDEV 137 - Creativity and Play in Early Childhood
CDEV 201 - Health, Safety and Nutrition for Young Children
CDEV 216 - Early Literacy
CIS 122 - Computer Information Systems
CIS 145 - Fundamentals and Networking
CYBIT 120 - PC Troubleshooting and Toolbox
CRJ 100 - Introduction to Criminal Justice
EMS 101 - First Responder
FSCI 101 - Principles of Emergency Services
HOSP 148 - Introduction to Event Planning
LENF 101 - Introduction to Law Enforcement
LENF 103 - Criminal Law
MA 102 - Functional Anatomy and Physiology
MGMT 102 - Human Relations
NA 101 - Certified Nurse Assistant Training
SCM 100 - Transportation & Physical Distribution
SCM 110 - Introduciton to Supply Chain Management
SCM 120 - Introduction to Import/Export
SCM 130 - Principles of Operations Management
SCM 140 - Transportation & Cargo Security
VET 100 - Veternairy Medical Terminology
VTA 101 - Animal Care and Management
VTA 103 - Practicum
WLDG 101 - Introduction to the Welding Process
WLDG 110 - SMAW I - Flat and Horizontal
WLDG 120 - SMAW II - Vertical and Overhead

Wilmington High School
CIS 126 - MS Office
CHEM 101- General Chemistry I
DGTL 100 - Concepts of Digital Media
ENG 101/102- Rhetoric
FIN 100 - Personal Finance

JOLIET JUNIOR COLLEGE 1901

Dual-Credit Prerequisite Report

Course	Prerequisite
ACCY 100	**No Prerequisites**
Introduction to Accounting	
AGRI 100	**No Prerequisites**
Animal Science	
AGRI 105	**No Prerequisites**
Crop Production	
AGRI 119	**No Prerequisites**
Intro to Veterinary Medical Technology	
ART 110	**No Prerequisites**
Intro to Computer Graphics	
AS 101	**No Prerequisites**
Automotive Fundamentals for Consumers	
AS 106	**No Prerequisites**
Automotive Fundamentals	
BIO 125	**Placement into ENG 101 and placement into MATH 094 or higher, or minimum grade of "C" in MATH 090 .**
Human Biology	
BIO 146	**Placement into ENG 101 or minimum grade of "C" in one of the following: ENG 021 and ENG 099; and placement into MATH 094 or higher, or minimum grade of "C" in MATH 090 .**
Environmental Biology	
BIO 151	**Placement into ENG 101 and placement into MATH 098 or higher, or minimum grade of "C" in MATH 094 .**
General Biology I	
BUS 101	**No Prerequisites**
Introduction to Business	
BUS 110	**No Prerequisites**
Principles of Customer Service	
BUS 111	**ENG 101 is recommended**
Principles of Business Communications	
CA 105	**No Prerequisites**
Introduction to Culinary Arts Principles and Applications	
CA 106	**No placement prerequisite.**
Applied Food Service Sanitation	
CA 112	**No Prerequisite. Corequisite 152**
Introduction to Food Preparation	
CA 152	**"C" or better in CA 112**
Quality Food Preparation II	
CADD 101	**No Prerequisites**
2D CADD I	
CDEV 101	**No prerequisites**
Introduction to Early Childhood Education	
CDEV 137	**No Prerequisites**
Creativity and Play in Early Childhood	
CDEV 201	**No Prerequisite (Note: Certification in emergency first aid and infant/child/adult CPR is required for COMPLETION of this course)**
Health, Safety and Nutrition for Young Children	
CDEV 216	**No prerequisites**
Early Literacy	
CHEM 101	**One year of high school chemistry or minimum grade "C" in CHEM 100; and placement into ENG 101; and placement into MATH 138 or minimum grade "C" in MATH 098 .**
General Chemistry I	
CIS 122	**No Prerequisites**
Computer Information Systems Fundamentals	
CIS 126	**No Prerequisites**
MS Office	
CIS 145	**"C" or better in CIS 122, or concurrent**
Fundamentals of Networking	
VVSD SUBMIT LETTER OF COMPLETION FOR CIS 122 EQUIVALENT COURSE	

Course	Prerequisite
COMM 101	Placement into ENG 101
Principles of Communication	
CRJ 100	No Prerequisites
Introduction to Criminal Justice System	
CYBIT 120	CIS 122 or CYBIT 110; prior to or concurrent, or consent of department.
IT Technical Support	
DGTL 100	No Prerequisites
Concepts of Digital Media	
EDUC 101	Placement into ENG 101 or minimum grade of “C” in one of the following: ENG 021 and ENG 099;or the EAP course sequence ENG 079 and ENG 089, or ENG 096. Students must obtain a criminal fingerprint background check upon enrolling in this course.
Introduction to Education	
EMS 100	No Prerequisite
Public Service Careers	
EMS 101	Minimum placement into ENG 098 and ENG 020, or higher level placement
First Responder	
ENG 101	Placement into ENG 101
Rhetoric	
ENG 102	"C" or better in ENG 101
Rhetoric	
FIN 100	No Prerequisites
Personal Finance	
FSCI 101	Minimum placement into ENG 098 and ENG 020, or higher level placement.
Principles of Emergency Services	
FSCI 102	Minimum placement into ENG 098 and ENG 020, or higher level placement.
Introduction to Fire Prevention	
FSCI 103	Completion of FSCI 101 with "C" or better and placement into ENG 101, and placement into MATH 094 or minimum grade “C” in MATH 090.
Building Construction I	
GAME 200	No Prerequisites
Game Design	
HIST 103	No Prerequisites
History of the US to 1865	
HIST 104	No Prerequisites
History of the US, 1865 - Present	
HIST 105	No Prerequisites
History of Civilization I	
HIST 106	No Prerequisites
History of Civilization II	
HORT 100	No Prerequisites
Introduction to Horticulture	
HOSP 148	No Prerequisites
Introduction to Event Planning	
LENF 101	Placement into ENG 098 and ENG 020, or higher-level placement.
Intro to Law Enforcement	
LENF 103	Placement into ENG 101
Criminal Law	
LENF 112	Placement into ENG 101
Drugs, Addiction and Crime	
LENF 222	Placement into ENG 101
White Collar, Corruption, and Law	
MA 102	No Prerequisites
Functional Anatomy and Physiology	
MATH 127	Placement into MATH 127
Mathematics for General Education	
MATH 128	Placement into MATH 128
Elementary Statistics	
MATH 138	Appropriate placement score or minimum grade “C” in MATH 095 and MATH 098 or 2 semesters of high school Geometry.
Pre-Calculus I: Algebra	
MATH 139	Appropriate placement score or minimum grade “C” in MATH 138 or equivalent.
Algebra II: Trigonometry	

Course	Prerequisite
MATH 142	**Placement into MATH 142 & 2 semesters of high school Geometry or Integrated Math 2 with an average grade of "C" or better an no failing grade (H.S. to provide geometry documentation)**
Accelerated Trigonometry/Pre-Calculus	
MATH 170	**"C" or better in MATH 142 or placement into MATH 170**
Calculus with Analytic Geometry I	
MGMT 102	**No Prerequisites**
Human Relations	
MGMT 220	**No Prerequisites**
Entrepreneurship and Small Business Management	
MKTG 101	**No Prerequisites**
Principles of Marketing	
MUS 102	**No Prerequisites**
Exploration of American Music	
NA 101	**Students must have a valid Social Security card, at least 16 years of age, completed at least 8 grade level of schooling, speak, and understand the English language and be in good physical, mental and emotional health.**
Certified Nurse Assistant Training	
PSCI 101	**No Prerequisites**
American National Government	
PSYC 101	**No Prerequisites**
General Psychology	
SCM 100	**No Prerequisites**
Transportation and Physical Distribution	
SCM 110	**No Prerequisites**
Intro to Supply Chain Management	
SCM 120	**No Prerequisites**
Introduction to Import/Export	
SCM 130	**No Prerequisites**
Principles of Operations Management	
SCM 140	**No Prerequisites**
Transportation and Cargo Security	

Course	Prerequisite
VET 100	**No Prerequisites**
Veterinary Medical Terminology	
VTA 101	**VET 100 prior or concurrent**
Animal Care & Management	
VTA 103	**Completion of VET 100, VTA 101, and VTA 102 prior or concurrent**
Practicum	
WLDG 101	**No Prerequisites**
Introduction to the Welding Process	
WLDG 110	**"C" or better in WLDG 101**
SMAW I - Flat and Horizontal	
WLDG 120	**"C" or better in WLDG 110**
SMAW II - Vertical and Overhead	

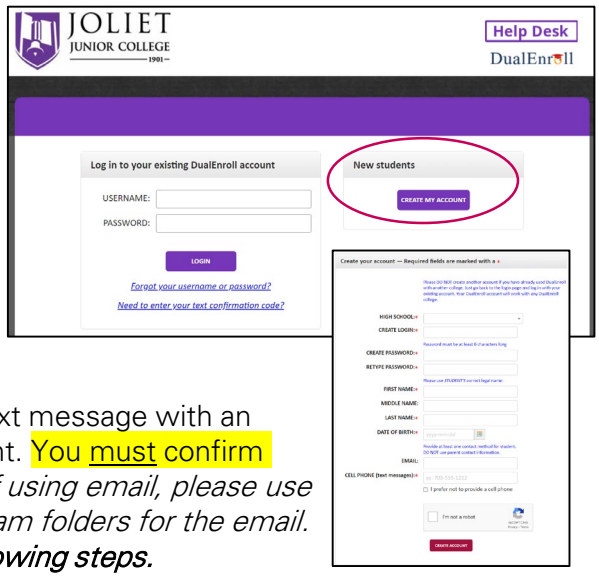
Prerequisite Required	Accuplacer Read/Write	ALEKS	ACT	SAT	PSAT
ENG 020 / 098	222 / 0-3	-	-	-	-
ENG 021 / ENG099	230 / 4	-	-	-	-
ENG 101	246 / 5	-	19	480	480
MATH 094	-	14	-	-	-
MATH 098	-	27	-	-	-
MATH 127/128	-	40	22	530	510
MATH 138	-	46	22	530	530
MATH 142	-	54	23	590	590
MATH 170	-	76	28	660	660
Completion of Geometry or MATH 095 also required for: MATH 138, MATH 142					
GPA may be used for placement into ENG 101, MATH 127, and MATH 128 with the following requirements:					
Transcript with 7 consecutive complete semesters AND unweighted/cumulative GPA of 3.0 or higher AND successful completion (C or better) in English and/or math in all semesters.					

JOLIET JUNIOR COLLEGE 1901

DualEnroll.com

Welcome to the dual enrollment program at Joliet Junior College! Joliet provides a convenient online registration process using DualEnroll.com. Here's how to register for your course(s).

First Time Students - Create an Account

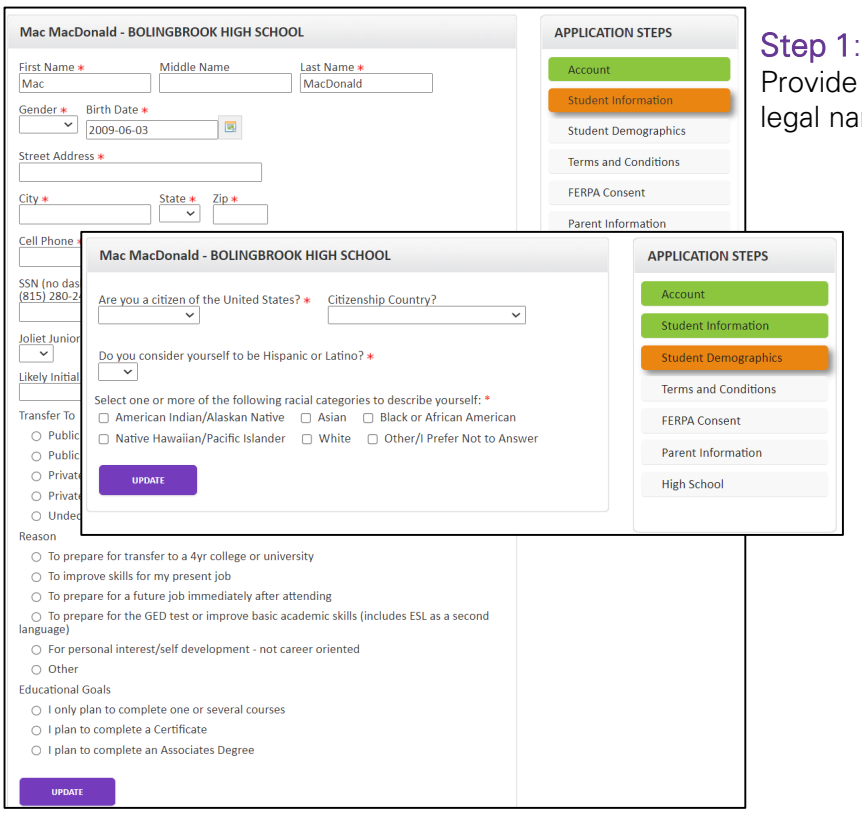


You can register by computer or right on your smart phone by entering https://jjc.dualenroll.com/login and clicking on CREATE MY ACCOUNT.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **CREATE ACCOUNT**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, please use a personal email address. Be sure to check your junk and spam folders for the email.* ***Log back into your DualEnroll account and complete the following steps.***

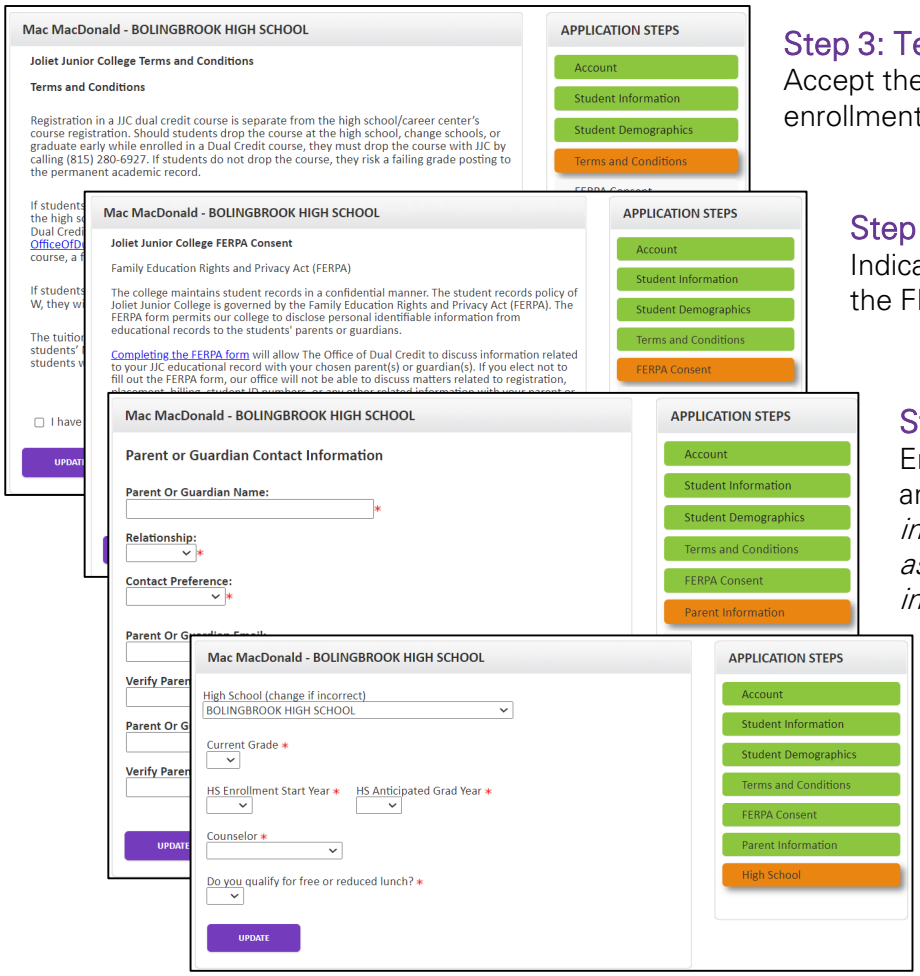
Joliet Junior College has six application steps. Completed steps are listed in green under **Application Steps,** and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.



Step 1: Student Information

Provide your contact information. Please use legal name.

Step 2: Student Demographics



Step 3: Terms and Conditions

Accept the terms and conditions of enrollment.

Step 4: FERPA Consent

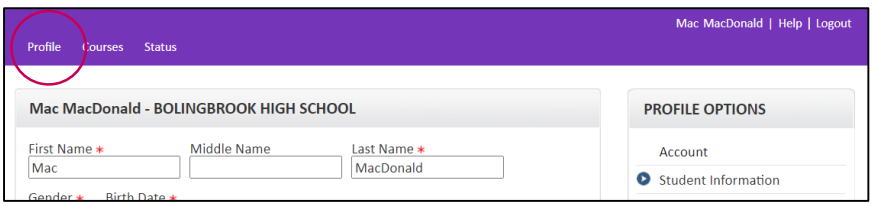
Indicate that you agree with the FERPA Consent

Step 5: Parent Information

Enter parent contact preference and information. *Parent contact information cannot be the same as the student contact information.*

Step 6: High School

Enter your high school information.



You can always go back and edit any of the steps by clicking on your Profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

STOP HERE

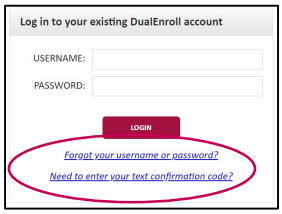
REGISTRATION FOR COURSES WILL TAKE PLACE IN THE CLASSROOM WITH YOUR INSTRUCTOR

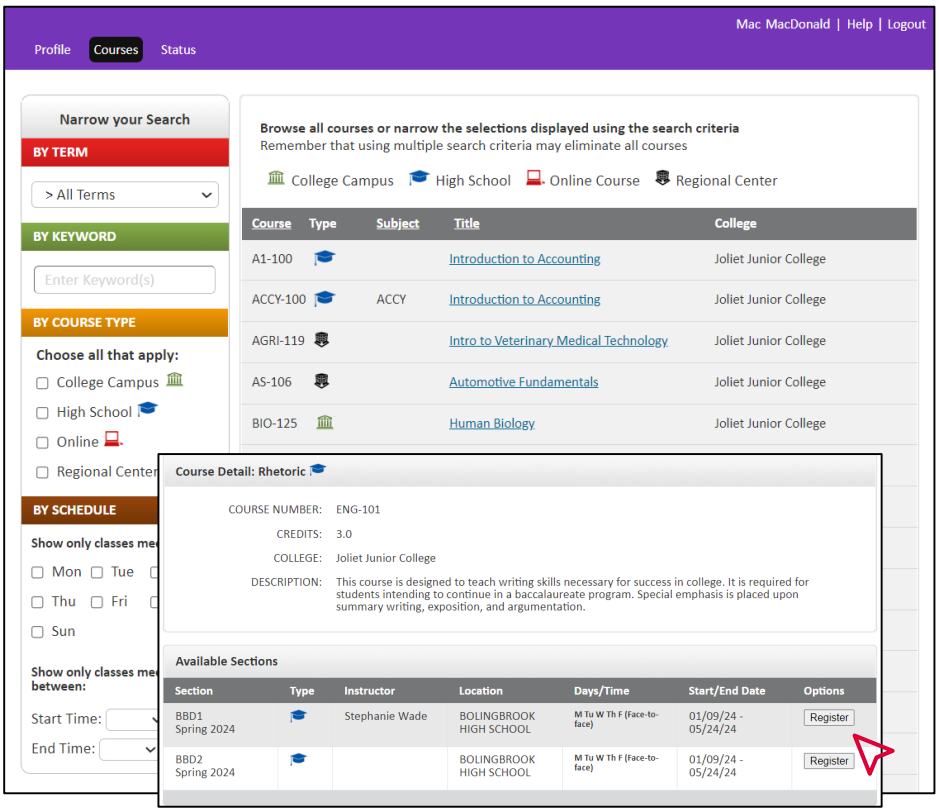
JOLIET JUNIOR COLLEGE 1901

DualEnroll.com

Student Guide - Course Registration

If you've forgotten your username or password, we have you covered. You can retrieve your username and/or reset your password using the link on the login screen. You can also enter a Help Desk ticket by clicking the Help Desk button in the upper right corner of the screen.





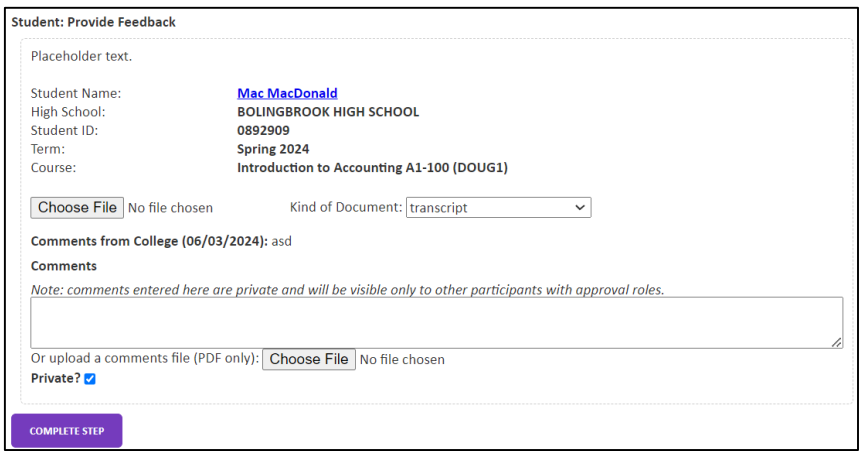
Register for Course(s):

Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which courses are being offered for your school. Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a course and section, click the **REGISTER** button to start the registration process.

Your part of the registration is done for now. You will receive an email letting you know when your registration is complete or if more information is needed. You may register for other courses under the Courses tab, or check your registration status under the Status tab.



Provide Feedback:

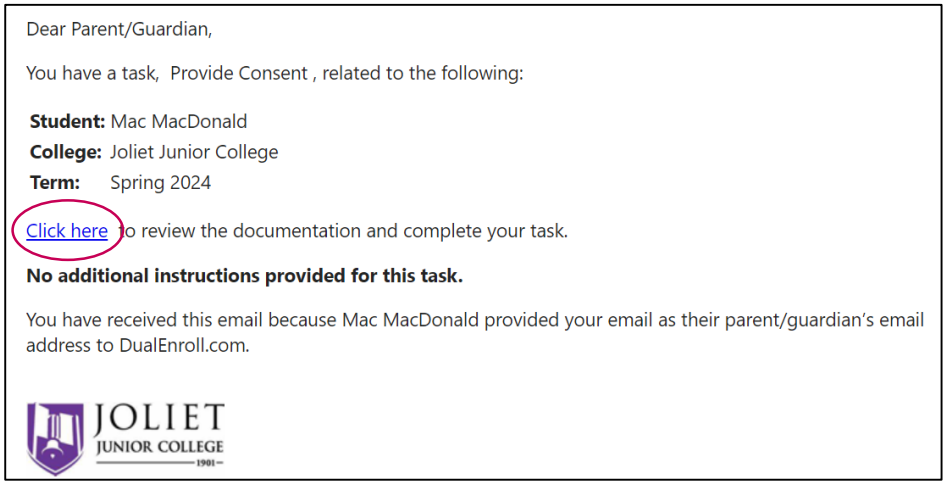
The college may require additional information, or there may be an issue completing your registration. This screen will explain the issue; provide the solution.

Click **COMPLETE STEP.**

Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent to register for given term. *Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications*.

Notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.



Dear Parent/Guardian,

You have a task, Provide Consent , related to the following:

Student: Mac MacDonald
College: Joliet Junior College
Term: Spring 2024

Click here to review the documentation and complete your task.

No additional instructions provided for this task.

You have received this email because Mac MacDonald provided your email as their parent/guardian's email address to DualEnroll.com.

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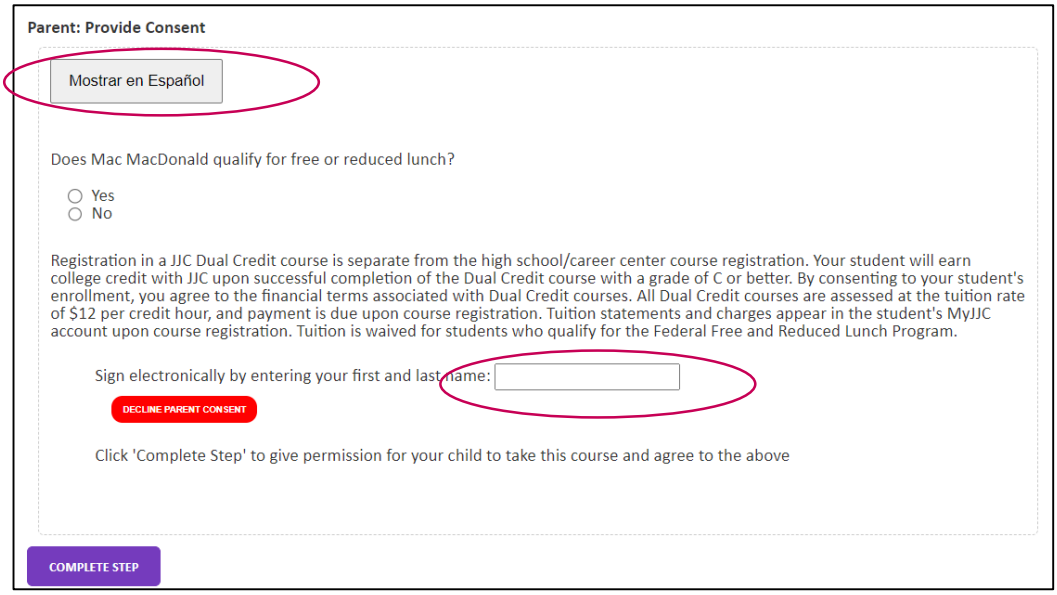

Parent: Provide Consent

Mostrar en Español

Does Mac MacDonald qualify for free or reduced lunch?

○ Yes
○ No

Registration in a JJC Dual Credit course is separate from the high school/career center course registration. Your student will earn college credit with JJC upon successful completion of the Dual Credit course with a grade of C or better. By consenting to your student's enrollment, you agree to the financial terms associated with Dual Credit courses. All Dual Credit courses are assessed at the tuition rate of $12 per credit hour, and payment is due upon course registration. Tuition statements and charges appear in the student's MyJJC account upon course registration. Tuition is waived for students who qualify for the Federal Free and Reduced Lunch Program.

Sign electronically by entering your first and last name:

DECLINE PARENT CONSENT

Click 'Complete Step' to give permission for your child to take this course and agree to the above

COMPLETE STEP

Provide your electronic signature by **selecting Approve.**

There is an option for Spanish-speakers to complete a Spanish language consent form.

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Click COMPLETE STEP.

Note: Parents do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.

12x12x12

JOLIET JUNIOR COLLEGE 1901

Earn College Credit While in High School

If you are interested in earning college credit while taking some of your high school classes, then dual credit is for you!

12x12x12 — 12 credits • $12 per credit • by the end of 12th grade

Take the JJC 12x12x12 Challenge:

- **Earn 12 hours of dual credit**
- **by the time you finish the 12th grade**
- **and pay only $12 per credit hour!**

Did You Know:

- High school students can take dual credit classes even if they have never taken Honors or AP classes.
- Dual credit students have access to JJC's academic support services such as the Tutoring & Learning Center and the Library.
- Dual credit students do not have to take a special exam at the end of the course to earn college credit. Passing the quizzes and exams that students take as a part of their joint high school/dual credit class is all that is required to earn college credit.

jjc.edu/12x12x12 · (815) 280-6927

Scan this QR code to learn more about 12x12x12:

12x12x12

JOLIET JUNIOR COLLEGE 1901

Obtén crédito universitario en la escuela secundaria

Si estás interesado en obtener crédito universitario mientras tomas algunas de tus clases de la escuela secundaria, entonces el crédito doble es para ti.

12x12x12 — 12 credits • $12 per credit • by the end of 12th grade

Toma el desafío de JJC 12x12x12:

- Obtén 12 horas de crédito doble
- para cuando termines el 12.o grado
- ¡y paga solo $12 por hora de crédito!

Sabías que:

- Los estudiantes de secundaria pueden tomar clases de crédito doble incluso si nunca han tomado clases Honors o AP

- Los estudiantes de crédito doble tienen acceso a los servicios de apoyo académico de JJC, como el Centro de Tutoría y Aprendizaje y la Biblioteca.

- Los estudiantes de crédito doble no tienen que realizar un examen especial al final del curso para obtener crédito universitario. Aprobar los cuestionarios y exámenes que los estudiantes toman como parte de su clase conjunta de secundaria/crédito doble es todo lo que se requiere para obtener crédito universitario.

jjc.edu/12x12x12 · (815) 280-6927

Escanea este código QR para obtener más información sobre 12x12x12:

Dual Credit

JOLIET JUNIOR COLLEGE 1901

How to access the MyJJC portal

Once registration is complete in DualEnroll, please log into your MyJJC portal to view your account balance and pay your bill. The MyJJC portal and DualEnroll have different login credentials.

Need help setting up your MyJJC portal and accessing your login credentials?

Please go to jjc.edu and click on ***TECHNOLOGY RESOURCES*** and then ***STUDENT TECHNOLOGY RESOURCES.*** Scroll down to the caption below and click on ***NEW ACCOUNT SETUP.***

Payment options:

- **Online:** MYJJC (American Express, Visa, MasterCard and Discover (1.95% convenience fee) or e-check no convenience fee charged) PREFERRED METHOD
- **In Person*:** at Main Campus Student Accounts & Payments, A-1020 or Romeoville Campus Administration Office (American Express, Visa, MasterCard and Discover (1.95% convenience fee), check* or cash).
- **Tuition Drop Box*:** at Main Campus outside the Enrollment Center, A-1020 (check* only - no credit cards or cash deposits accepted)
- **By phone:** at Main Campus (815) 280-6688 or Romeoville (815) 886-3000 (American Express, Visa, MasterCard and Discover (1.95% convenience fee)).
- **By mail:** Joliet Junior College, Attn: Student Accounts & Payments, A-1020, 1215 Houbolt Road, Joliet IL 60431 (check* only - do not send cash).

*If choosing to pay by in-person, the tuition drop box, by phone or mail you will need your JJC ID # or your social security number.

12x12x12

$500 SCHOLARSHIP!

- No application required.
- Students must have successfully completed a minimum of 12 JJC credit hours of dual credit by the time they graduate high school.
- Students must register for a minimum of six credit hours at JJC for the term immediately following high school graduation.
- Classes can be taken in the fall, spring or summer semesters.
- The scholarship can be used for tuition, fees, books, supplies or uniforms.
- For more infomation, email officeofdualcredit@jjc.edu.

12x12x12 — 12 credits • $12 per credit • by the end of 12th grade

JOLIET JUNIOR COLLEGE
1901

12x12x12

BECAS DE $500

- No se requiere solicitud.
- Los estudiantes deben haber completado (con éxito) un mínimo de 12 horas de crédito dual en JJC en el momento de graduarse de la escuela secundaria.
- El estudiante tiene que inscribirse en un mínimo de seis horas de crédito en JJC para el semestre de otoño siguiente a su graduación de la escuela secundaria.
- Utilizado para clases en los semestres de otoño, primavera o Verano.
- La beca puede ser utilizada para la matrícula, las cuotas, los libros, los materiales o los uniformes.
- Por más información, escribir al correo electrónico officeofdualcredit@jjc.edu.

12x12x12 — 12 credits • $12 per credit • by the end of 12th grade

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