



# ST. JOHNS RIVER STATE COLLEGE

## Dual Enrollment Contact Information:

phone number: 386-312-4136  
e-mail address: [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu)  
webpage: <http://www.sjrstate.edu/dual.html>

## mySJRstate: Be able to log into mySJRstate

- Textbook Pick-up Information
- View and print schedule
- Requesting a parking decal (dual enrollment - drop down menu)
- Look-up classes
- View Grades
- Unofficial transcript
- SJR State – Request Official Transcript
- SmartThinking – tutoring resource
- E-mail
- Register for Emergency Notification (will be sent by phone, text, and e-mail and can designate campus)

## Parking Decal Information: Make sure that you get your decal before the end of the first week of the semester.

- All Dual Enrollment students attending courses at SJR State's campus will need a parking decal.
- Parking Permits/Decals are free.
- Required information for Motor Vehicle Registration form to get parking permits/decal: personal information, emergency contact, vehicle information (year, make, model, and tag number) and driver license number.
- To request a parking decal, you must complete the online form. Print out the form and turn it in to **Orange Park** – Security Office or Administration; **Palatka** - Security Office or Business Office; and **St. Augustine** – Security Office.
- If you have issues printing out the form, please go to security at the individual campus.

## Library Fines: Dual Enrollment students that have library fines will be responsible to pay them.

## Tutoring Information: Visit the tutoring website for tutoring information at SJR State.

<http://www.sjrstate.edu/tutors.html>

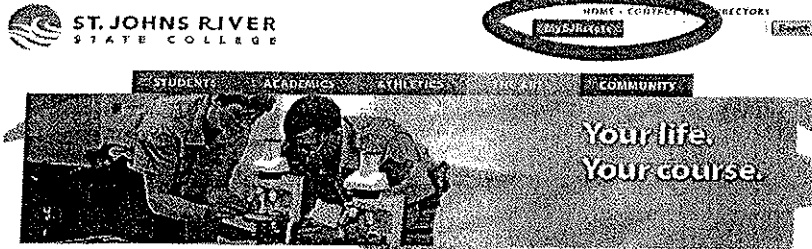
## SJR State Student ID:

- Required for access to library/computer labs/special events/ athletic events
- **No cost** to get a Student ID Card
- Check with activity coordinators at your designated campus for dates/days/times/location
- Need to provide a **photo ID**
- IDs are made **after** the add/drop period

## Disabilities: Accommodations can be provided with documentation, and the student will work with SJR State Disabilities Services to determine what documentation is needed.

## Logging into your MySJRstate Account

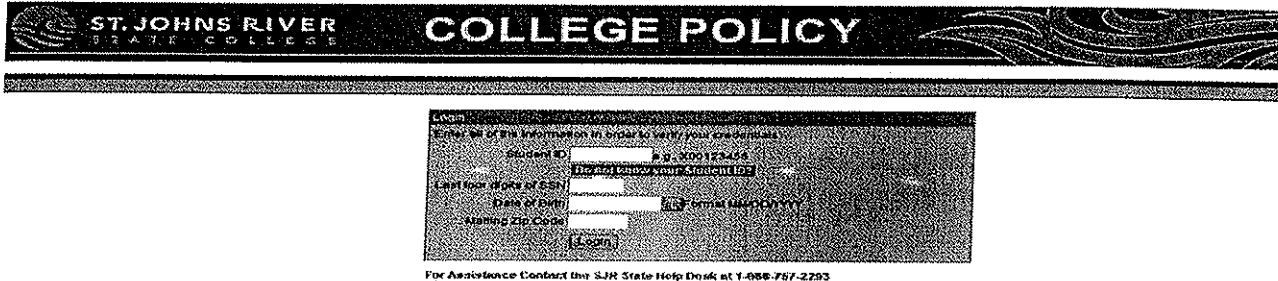
1. Go to SJR State's main webpage at [sjrstate.edu](http://sjrstate.edu).
2. Click on the blue icon, MySJRstate. Located on the left side of the search tab.



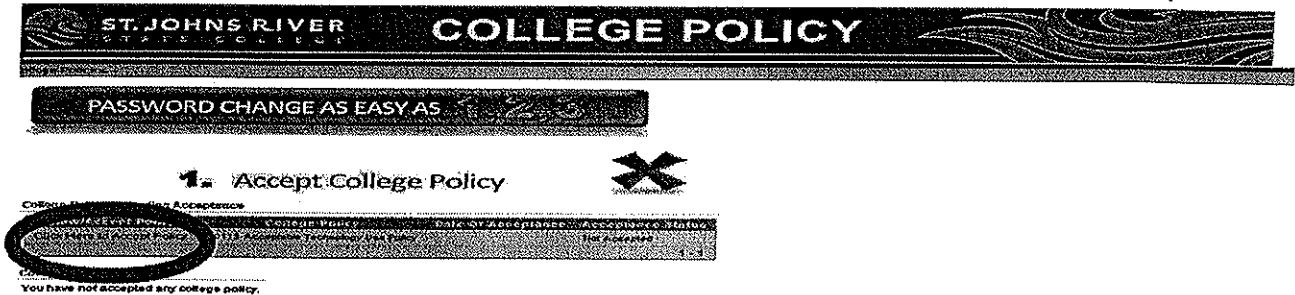
3. On the next screen, you want to click on First Time User Acceptance Policy.



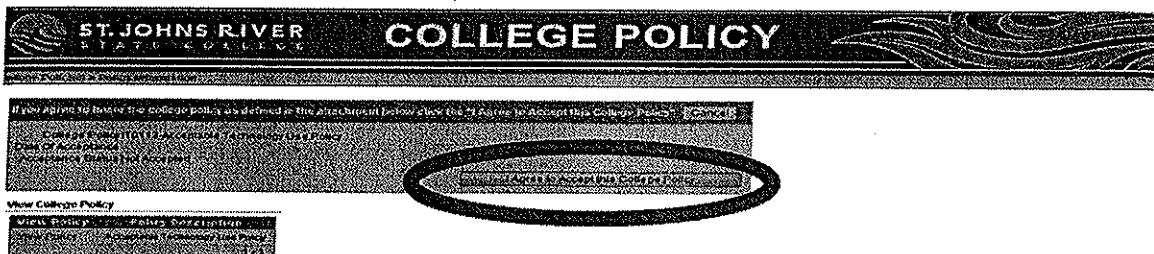
4. The next screen you will need your SJR State student ID, which begins with the letter X. If you do not know your student ID, click on "do not know your student ID?" beneath the student ID.



5. Once your information has been entered the next screen will ask you to accept the User Policy.



After you click on the "Click here to Accept Policy", it will take you to another screen where you will click on the, "I Agree to Accept this College Policy"



6. Once you have accepted the College Policy the next step is to create a password for your account. Please follow the password requirements located on the right

**PASSWORD CHANGE AS EASY AS**

**1. Accept College Policy**

College Policies Meeting Acceptance  
All required policies have been accepted at this time.

College Policies Accepted

**2. Provide New Password**

**Password Requirements**

- Does not contain the user's account name or parts of the user's full name
- Be at least eight characters in length
- Must contain at least one character from the following three categories:
  - o English uppercase characters (A through Z)
  - o English lowercase characters (a through z)
  - o Base 10 digits (0 through 9)
- Do not contain any of the following characters: !, @, #, \$, %, ^, \*, &, ~, `

7. Once you have created a password you will need to click reset password.

**1. Accept College Policy**

College Policies Meeting Acceptance  
All required policies have been accepted at this time.

College Policies Accepted

**2. Provide New Password**

**Password Requirements**

- Does not contain the user's account name or parts of the user's full name
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- Do not contain any of the following characters: !, @, #, \$, %, ^, \*, &, ~, `

**3. Receive Success Message**

Click Reset Password. This process may take up to 30 seconds. Do NOT leave this page until you receive a message your password has been reset.

8. Once your password has been reset you will now be able to log into your MySJRstate Account. You will need your SJR State username and your password to enter into your account.

Sign In

fslogin.sjrstate.edu

Type your user name and password.

User name:  Example: Don@ain\username

Password:

9. If you entered everything correctly on your MySJRstate page, you should have a dual enrollment tab.

**ST. JOHNS RIVER STATE COLLEGE** MySJRstate Home

**SJR State Announcements**

- EMT program accepting applications
- Non-credit art classes offered to the public
- Child care centers at SJR State
- SJR State offers reviews for teaching students

**SJR State Information**

Emergency Procedures and Security Contact Information  
Procedures Contact Security Register for Emergency Notifications

**Annual Notification of College Policy on Nondiscrimination and Identity of College Equity Coordinator**

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, genetic information or disability in its educational programs, activities, admissions policies and practices, or employment policies. No person shall be excluded from participation in...

**SJR State News**

Click on the Viking Zone tab for more information on campus events and student activities!

**Grant to expand SJR State IT programs**

SJR State announces plans to further develop its computer science and information technology program nearly \$1 million awarded by the U.S. Department of Labor. In combination with the U.S. Department of Education, the funds are part of the Trade Adjustment Assistance Community College and Career Training program to expand targeted training programs for unemployed workers, especially those in rural areas.

**Athletic Association Golf Classic**  
Saturday, September 28  
Palatka Municipal Golf Course  
\$75 individual / \$250 foursome  
Call (386) 312-4162 for more information  
Proceeds benefit SJR State athletic programs

**Online Tutoring Available**

SJR State students who are in need of homework help, live tutoring, or someone to review their writing can now access the online tool SmartThinking, an on-demand student support service.

Tutoring is provided 24 hours a day, seven days a week. Students may work one-on-one or in real-time with a tutor using virtual whiteboard technology; no special software is needed. Students have access to a SmartThinking account with 300 free minutes for tutoring use. Additional minutes can be purchased by the student if needed.

Students can access SmartThinking through the Student Quick Links section of the Student Tab on the Portal.

# Course Syllabus

Somewhere there is a map of how it can be done. – Ben Stein.....The syllabus is the map of the course and following the syllabus will allow you to reach your destination (successful completion of the course).

- I. **Importance of the Course Syllabus**
  - a. Course syllabus is basically a course contract that details content of the course, learning outcomes, assessments, deadlines, absences, and grades.
  
- II. **Significant Information on the syllabus**
  - a. Faculty contact information and office hours
  - b. Attendance policy for the course
  - c. Grading policy – how a student’s grade will be calculated
    - i. The percentages or points for assignments and tests
    - ii. Are all assignments and test weighted equally? If no, makes sure that you understand the point value for each assignment.
  - d. Course calendar with test and assignment dates.
  - e. Final exam date and time. Make sure that you note the day and time of final because it may be different than your regular class time.
  - f. Late assignment policy
  - g. Textbook information and required supplements such as online access codes.
  - h. Learning outcomes
  - i. Main themes in the course
  
- III. **Tips for Academic Success by using your syllabus**
  - a. Read the entire syllabus during the first couple days of the course. Write down any questions that you may have and then ask the teacher.
  - b. Keep your syllabus readily available in a binder or folder.
  - c. Make a calendar and list all of your assignment and test dates.
  - d. Read your syllabus weekly, in order to stay on top of the course material.
  - e. Make sure that you understand the requirements for any assignment and the content that will be covered on each test.
  - f. Make sure that you understand how your final grade will be determined.
  - g. Ask your professor questions if you do not understand the material or have any questions on the syllabus.
  - h. Recognize the course’s main themes and learning outcomes because the course’s assignments and tests will address these themes.



# Term at a Glance

Fill in the term and appropriate dates in each box. Obtain course requirements from each of you instructors or course syllabus. All assignments, papers, tests, and/or projects can be entered on the calendar to assist you in planning for your academic success.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							
Week 14							
Week 15							
Week 16							
Week 17							
Finals							





# Test Preparation

## I. Develop Game Plan:

1. Know what your exam is going to cover and how much it will count toward your final grade?
  - a. Do I know which topics the test will cover? If no, who can I ask?
  - b. Do I have all the necessary materials to prepare for the test (books, lecture notes, etc.)? If no, who can I ask?
  - c. Who from my class can be in my study group? Do I have their contact information?
  - d. Do I have any questions for the instructor? Make a list.
2. Develop a study schedule to prepare for the exam, which should span five days before the test.
3. Determine a scheduled time to study.
4. Organize study materials and study group, if applicable.

## II. Organize Study Materials:

1. What information seems most important?
  - a. Look at the course objectives and the professor's objectives
  - b. Concentrate on the main principles, themes, and concepts at first. Then, find evidence supporting the significant information and be able to explain this evidence.
  - c. Determine the concepts the professors focused on in class, homework, quizzes, and/or other assignments.
  - d. Evaluate your knowledge to ensure that you understand the concepts. If you need assistance on comprehending any concepts, contact your teacher.
2. Do I need to make a study guide? If yes,
  - a. Put together reading summaries of the main points of texts and course themes.
  - b. Write course material in your own words.
  - c. Create a course outline and plan that lists and details the main themes and concepts.
3. How can I split up each topic into smaller sections to learn?
  - a. How many total sections will be on the test?
  - b. How much time should I spend on each section?
4. What are the best methods for me to learn (master) the information?
  - a. Methods: concept mapping, flash cards, study groups, outlines and lists, word play, typing or rewriting notes, recording lectures, tutoring, and/or testing your knowledge.

### III. Studying:

1. Use the Study Cycle.
  - a. Set Goal – (1-2 minutes) – Decide what you want to accomplish
  - b. Study – (30 – 50 minutes) – Study with focus and action – organize, concept map, summarize, process, re-read, fill-in notes, create study aids, reflect, etc.
  - c. Reward – (5 – 10 minutes) – Take a break
  - d. Review – (5 minutes) – Recap or summarize what you just completed.
2. Complete and understand required readings
3. Complete and understand required assignments
4. List major concepts to be covered on the test
5. Know key concepts and vocabulary
6. Understand and be able to apply the concepts
7. Test your command of the concepts.
  - a. For quantitative courses, work through the problems. Use previous assignments, etc. Look for similarities among them and common techniques for solving them.
    1. Work under test-like conditions as much as possible. Don't look at the answer key until you have tried to solve the problem yourself.
  - b. For essay exams, practice writing your responses
    1. Predict questions and outline your answers
    2. Identify specific examples that will support your main ideas for the essay
    3. If essay is timed, practice writing your answers under the time conditions of the test.
    4. Evaluate your answers and practice writing your answers without using notes.

### IV. Test Taking Strategies

1. If you get nervous before a test, avoid talking about the tests with classmates before taking the test.
2. Write down any formulas, dates, notes on the test that you may forget as soon as you get the test.
3. Read over the test before you start answering questions. Develop an approach to the test.
4. Concentrate on taking the test. Avoid letting your mind worry about the test, how others are doing, etc.
5. Show your work when answering quantitative answers because you may get some credit.
6. Don't change your answers because majority of the time your first answer is the correct answer.
7. Take your time on the test. You do not get any extra credit for being the first to finish.

Sources: Academic Success Center, Texas A & M University, Retrieved from

<http://successcenter.tamu.edu/Student-Resources/Handouts>

Center for Academic Success, Louisiana State University, Retrieved from <http://cas.lsu.edu/my-plan-success/ace-my-tests>



# Examining your Test Results:

Make sure that you **review** your test when it is returned, in order to improve your test grade.

## I. Analysis of Test Grade:

Predicted Grade \_\_\_\_\_ Actual Grade \_\_\_\_\_ % of Total Grade in course \_\_\_\_\_

Total number of questions missed on test: \_\_\_\_\_

## II. Analysis of Test Preparation:

Is this test an **accurate reflection** of your knowledge? Yes \_\_\_\_\_ No \_\_\_\_\_

How much time did you spend studying? \_\_\_\_\_

Did you study over several days instead of cramming? Yes \_\_\_\_\_ No \_\_\_\_\_

## III. Reasons questions were missed:

Careless \_\_\_\_\_ Unfamiliar with material \_\_\_\_\_ Misread the questions \_\_\_\_\_

Did not finish the test \_\_\_\_\_ Changed answer \_\_\_\_\_ Misread the directions \_\_\_\_\_

Needed deeper understanding of material \_\_\_\_\_ Studied wrong material \_\_\_\_\_

Recognized concepts but could not recall detailed information \_\_\_\_\_

## IV. Type of questions missed: Write the number beside each blank.

Formula \_\_\_\_\_ True/False \_\_\_\_\_ Essay \_\_\_\_\_

Multiple choice \_\_\_\_\_ Calculation \_\_\_\_\_ Word problem \_\_\_\_\_

## V. Questions missed were classified as the following level of Bloom's Taxonomy:

Write the number of questions missed for each category.

Knowledge \_\_\_\_\_ Comprehension \_\_\_\_\_ Application \_\_\_\_\_

Analysis \_\_\_\_\_ Synthesis \_\_\_\_\_ Evaluation \_\_\_\_\_

## VI. Class Attendance:

My class attendance was adequate to get the needed information. Yes \_\_\_\_\_ No \_\_\_\_\_

If not, why did you miss class? \_\_\_\_\_

How often did you miss class? \_\_\_\_\_

## VII. Plans for Future:

If you had the option of retaking this test:

- What would you do differently? \_\_\_\_\_
- What would you do the same? \_\_\_\_\_

**VIII. Problems with Test and Causes for these problems:**

**Problems with Test:**

**Causes for problems:**

- I didn't study some of the information/skills covered on the test.
  - Inadequate/incomplete review
  - Tried to cram
  - Lecture notes inadequate
  - Didn't complete reading assignments
  - Didn't complete homework
  - Unable to identify major concepts
  - Did not review notes regularly
  - Didn't take time to self-quiz
  
- Although I studied the information or skills covered on the test, I got the questions wrong or did not understand what the instructor was asking.
  - Used too few study tools
  - Studied too narrowly
  - Didn't self-quiz
  - Didn't make associations/connections
  - Didn't try to learn material in multiple forms
  - Tried to rely on memorizing only
  - Too little time studying
  
- I knew the answers but made careless mistakes
  - Didn't allow time to proofread
  - Rushed through the test
  - Overlooked instructions
  - Didn't read instructions
  - Allowed distractions to disrupt focus
  - Did not allow enough time for some questions
  
- I panicked and was too stressed to answer questions, even some for which I knew the answers.
  - Lacked "test confidence"
  - Knew study was inadequate
  - Didn't know material really well
  - Tried to cram
  - Pulled an all-nighter
  - Haven't dealt with test anxiety
  - Didn't self-quiz

**IX. Scheduling Appointment with Professor:**

- If you don't understand how you did not do better on the test, make an appointment with the professor.
- If you made below 75 on the test, make an appointment with the professor.

Sources: Adapted from Melodye Wiens, Spokane Community College, Adapted from form developed by Michelle Achasco: University of Texas, Center for Academic Success, Louisiana State University, [www.cas.lsu.edu](http://www.cas.lsu.edu)

## Mid-Semester Success Check

Courses that I am Enrolled in this semester	Credit Hours	Number of Absences	Average Homework Grade	Average Quiz Grade	Average Exam Grade	Current Grade or Status in Course

**How to use the Mid-Semester Success check:**

1. Fill in chart with courses you are taking this semester. Fill in absences and what your current grade/academic status is in each class occurred so far in your courses.
2. Consult the syllabus for each course to determine how the final grade will be calculated.
3. Determine whether you are satisfied with your current grade thus far. Decide if you need to: **1)** make an appointment to meet with the professor, **2)** seek course assistance by receiving tutoring, or **3)** increase your effort to improve your performance.
4. How to meet with your professor? You need to do the following: **1)** visit during office hours or schedule an appointment, **2)** be on time, **3)** have a list of questions to ask, **4)** be polite, and **5)** request feedback on your performance as well as ask, "Do you have any suggestions for how to improve my performance in this class?"
5. Please do not ask the following: **1)** Is there any extra credit? **2)** Is there a study guide?

# Calculating GPA:

## 1. Semester GPA

A student's academic standing is determined by grade point average or GPA. Letters are used to indicate the quality of work achieved by students. Each grade is assigned a point value:

A	=	4 points	D	=	1 point
B	=	3 points	F	=	0 points
C	=	2 points	W	=	no points

College preparatory courses do not count in the calculation of the grade point average or GPA. To compute the grade point average (GPA), multiply the credit value of each course by the point value of the grade received. Divide the result by the total number of credit hours attempted.

Course	Grade	Semester Hours	X (Multiply)	Grade Value	= (Equals)	Grade Point
ENC 1101	B	3	X	3	=	9
MAC 1105	D	3	X	1	=	3
CGS 1100	A	3	X	4	=	12
AMH 2010	F	3	X	0	=	0
Totals		12				24

Your grade point average: 24 grade points divided by 12 semester hours = 2.0 GPA

## 2. Course GPA

The formula for calculating your grade is based on the evaluation criteria listed in the syllabus. Using the criteria below:

Task	% of Course Grade
Assignments	20%
Exam 1	25%
Exam 2	25%
Final Exam (cumulative)	30%
Total	100%

**Example 1 - Calculating the final grade:** Using the criteria above, the formula for the final grade would be:

$$\frac{.20 \times (\text{Student's assignment score}) + .25 \times (\text{Student's Exam 1 Score}) + .25 \times (\text{Exam II score}) + .30 \times (\text{Final Score})}{1.0}$$

**Example 2 – Calculating the grade after Exam 1:** You would use the following formula:

$$\frac{.20 \times (\text{Student's assignment score}) + .25 \times (\text{Student's Exam 1 Score})}{.45}$$

.45 = 45% of the course being completed after Exam 1 (20% (Assignments) + 25% (Exam 1))

Source: <http://faculty.weber.edu/brandonkoford/Howtocalculateyourgrade.pdf>

## 3. Website and Web Course Calculators

- How to calculate your grade in a class: <http://www.youtube.com>
- How to compute my (weighted) course grade: <http://www.purplemath.com/modules/howgrade2.htm>
- Grade Calculator that will do the calculations for you: <http://www.conquercollege.com/gradecal/>