

# CREATING YOUR DUALENROLL ACCOUNT

## NEW COLLEGE CONNECTIONS STUDENTS

<h3>STEP 1</h3> <p>Go to <a href="https://sunyjcc.dualenroll.com">https://sunyjcc.dualenroll.com</a></p>	<p>Having trouble?</p> <ul style="list-style-type: none"> <li>• The URL must start with "https" (did you remember the "s"?)</li> <li>• Did you spell "dualenroll" correctly?</li> <li>• Are you using Chrome or IE? Firefox browser work best.</li> </ul>
<h3>STEP 2</h3> <p>Create your account</p>	<div style="border: 1px solid green; padding: 10px; margin-bottom: 10px;"> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• <b>If your school provided you with guidelines for creating a username and password, please follow them.</b> You will need to remember your login information for the future.</li> <li>• Click the <b>REGISTER</b> button <b>only once</b>.</li> <li>• Clicking <b>REGISTER</b> more than once will create multiple accounts and lock you out of DualEnroll</li> <li>• Locked out of your account? Click the gold <b>HELP DESK</b> button at the top of the page.</li> </ul> </div> <ul style="list-style-type: none"> <li>• Tap on "<a href="#">Click here</a>" to create new account at the top of the page</li> <li>• Choose your high school from the drop-down menu</li> <li>• Create a login name</li> <li>• Create a password you can remember</li> <li>• Provide your <b>full legal name</b> (no nicknames) and date of birth</li> <li>• Provide an email address and/or a cell phone number where you can receive text messages (you will need immediate access to it.)</li> </ul>
<h3>STEP 3</h3> <p>Confirm your account</p>	<p>You will receive a text message or email (depending on the contact information you provided in Step 2.) Follow the instructions to confirm your account.</p>
<h3>STEP 4</h3> <p>Complete your student profile</p>	<p>You will need the following information:</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• Telephone</li> <li>• Social Security Number <b>or</b> your JCC J-Number (student ID)</li> </ul>
<h3>STEP 5</h3> <p>Accept terms and conditions</p>	<p>A link to download a copy of the College Connections student guide will be available to you. You can also find it online at <a href="http://www.sunyjcc.edu/CCstudents">www.sunyjcc.edu/CCstudents</a>.</p>
<h3>STEP 6</h3> <p>Provide parent/guardian contact info</p>	<p>When you register for your College Connections course(s), a parent/guardian must provide consent.</p>
<h3>STEP 7</h3> <p>Select your school counselor</p>	<p>Choose your counselor from the drop-down menu.</p>

## CONGRATULATIONS!

Now that you have created an account, you can select courses when the registration period is open. Speak to your school counselor for more information.

# REGISTRATION INSTRUCTIONS

## COLLEGE CONNECTIONS STUDENTS

<h3>STEP 1</h3> <p>Log into your DualEnroll account</p>	<p>Go to <a href="https://sunyjcc.dualenroll.com">https://sunyjcc.dualenroll.com</a> and login with your username and password.</p> <p>Having trouble?</p> <ul style="list-style-type: none"> <li>• The URL must start with "https" (did you remember the "s"?)</li> <li>• Did you spell "dualenroll" correctly?</li> <li>• Are you using Chrome or IE? Firefox browser work best.</li> <li>• Don't remember one (or both?) Click on <a href="#">Forgot your username or password?</a> under the LOGIN button.</li> </ul>
<h3>STEP 2</h3> <p>Choose your classes</p>	<p>Click on the title of the course you wish to register for.</p> <ul style="list-style-type: none"> <li>• Don't see any classes listed? Click on the <b>Courses</b> tab in the upper left portion of the screen.</li> </ul> <p>Click on the <b>Register</b> button for the section you are taking.</p> <ul style="list-style-type: none"> <li>• Make sure you are registering for the correct class by choosing the section with your instructor for the correct term and/or time.</li> <li>• Clicking the <b>Save Course</b> button will <i>not</i> register you into the course.</li> </ul> <p>Continue registering for courses until you have selected all the classes you are taking for credit.</p>
<h3>STEP 3</h3> <p>Check your status</p>	<p>The <b>Status</b> tab at the top will show you where each of your classes are in the registration process.</p> <p>Steps highlighted in yellow are your responsibility to complete.</p>
<h3>STEP 4</h3> <p>Get parent permission (for first-time students only)</p>	<p>If this is the first time you are registering for classes you will need to get permission from your parent/guardian to participate in College Connections.</p> <ul style="list-style-type: none"> <li>• If you selected to have your parent/guardian contacted via email, a message will be sent to the email address you provided. To change the email address this is sent to, hit the <a href="#">[change]</a> link next to the <i>Parent: Provide Consent</i> step. You should also update your parent's email by clicking the <b>Profile</b> tab at the top of the screen.</li> <li>• If you opted to attach an electronic version of the signed consent form, you can take a photo with your phone and upload it or bring the signed paper form to your high school guidance office to be scanned and uploaded.</li> </ul>
<h3>STEP 5</h3> <p>Make sure your personal information is correct</p>	<p>Click on the <b>Profile</b> tab if any of your personal information (phone, email, address, parent's email, etc.) has changed.</p> <p>Click on the <b>Account</b> tab on the right to update your email and cell phone for notifications on your registration, or if you need to reset your password.</p>
<h3>STEP 6</h3> <p>Complete your COR and have it notarized</p>	<p>You will need to have a certificate of residence (COR) form completed <b>once per year</b>; otherwise you will get charged tuition as a non-NYS resident, which is not covered by the College Connections Scholarship. So save yourself some serious \$\$\$ and fill this out ASAP! The earlier you turn it in, the sooner you will be registered for your course(es).</p> <p>Students registering for a fall or full-year course have to have their COR form signed, notarized, and turned into their school counselor <b>before the end of September</b>. Students who did not register for any courses in the fall but take a College Connections course in the spring must turn in their signed and notarized COR <b>before the end of February</b>.</p>





College Connections

# COLLEGE CONNECTIONS CERTIFICATE OF RESIDENCE

*Affidavit (or Affirmation) for Certificate of Residence Pursuant to Section 6305 of the Education Law in connection with attendance at a community college. PLEASE PRINT LEGIBLY IN BLUE OR BLACK INK.*

FALL START  
DATE:

September 7

SPRING  
START DATE:

February 1

OFFICE USE ONLY CC

County \_\_\_\_\_ / \_\_\_\_\_

Town \_\_\_\_\_ / \_\_\_\_\_

Months \_\_\_\_\_ / \_\_\_\_\_

Semester \_\_\_\_\_

JNumber \_\_\_\_\_

Student JNumber (if known)		Social Security Number	
Student's Name: Last		First	Middle Initial
Parent or Guardian: Last		First	Middle Initial
Home Phone		Cell Phone	High School
Student's Permanent Legal Address: Street/Road Number		Street/Road Name	
City		State	ZIP
Township			
County (check one)	<input type="checkbox"/> Chautauqua <input type="checkbox"/> Cattaraugus <input type="checkbox"/> Allegany <input type="checkbox"/> Other: _____		
Name of Property Owner: First	Last	How long have you lived at your address? _____ year(s) and _____ month(s)	

If you have lived at your present address for more than one year, skip to the next section of the form. If you have not lived at the addresses stated above for one year, you must list previous address(es).

Street/Road Number	Street/Road Name	City	State	ZIP
Township		County (check one) <input type="checkbox"/> Chautauqua <input type="checkbox"/> Cattaraugus <input type="checkbox"/> Allegany <input type="checkbox"/> Other: _____		
Name of Property Owner: First	Last	How long did you live at this address? _____ year(s) and _____ month(s)		

Street/Road Number	Street/Road Name	City	State	ZIP
Township		County (check one) <input type="checkbox"/> Chautauqua <input type="checkbox"/> Cattaraugus <input type="checkbox"/> Allegany <input type="checkbox"/> Other: _____		
Name of Property Owner: First	Last	How long did you live at this address? _____ year(s) and _____ month(s)		

\*\*\* ONLY SIGN THIS FORM IN THE PRESENCE OF A NOTARY PUBLIC \*\*\*

I hereby certify the above address is my permanent legal address, and that I have been a resident of New York state for one (1) year and of the county named above for the last six (6) months preceding my enrollment at Jamestown Community College, Jamestown, NY.

date: \_\_\_\_\_ student signature: \_\_\_\_\_

notarization date: \_\_\_\_\_ signature of notary public: \_\_\_\_\_ stamp of notary public: \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

This is to certify that \_\_\_\_\_ is presently residing in the City or Town (specify) of \_\_\_\_\_  
and has resided in the State of New York for a period of at least one year and in the County of \_\_\_\_\_ for at least six months  
immediately preceding the date hereof.

dated at \_\_\_\_\_, New York this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

town or city clerk's signature : \_\_\_\_\_

# COLLEGE CONNECTIONS CERTIFICATE OF RESIDENCE

**FALL START DATE:**  
September 7

**SPRING START DATE:**  
February 1

**If you live in Chautauqua County, Cattaraugus County, or Allegany County,** please complete the top portion of the form and sign it in the presence of a notary.

**If you live in other counties in NYS,** we will need proof of address attached to this application (ie: copy of HS transcript or a copy of your driver's license/permit.)

**Please follow directions carefully:**

- Please print legibly and in blue or black ink. Do not use pencil.
- Provide all information requested. Form must be signed and notarized.
- Legal address should list street, road, or route number. RDs and box numbers are not sufficient.
- All Chautauqua County residents must provide township of residence.
- Name of property owner is required by your county treasurer.
- Students must account for at least one year of residency in NYS. Accounts that do not have this form on file will be assessed non-resident status and be billed for out-of-state tuition.
- New York state law requires students to file a new certificate of residence every year.

For tuition purposes, New York residency means that you have lived in this state as a permanent resident for 12 months prior to the start of the semester. New York State Education Law 6305 requires the college to have a current certificate of residence on record for your student account **every academic year**. Please complete this form no earlier than 60 days prior to the start of the semester. You can have your signature notarized at your high school or at a JCC campus with proof of identification.

Give your notarized form to your high school counselor or return it to the College Connections office. Please contact the College Connections office if you have questions at 716.338.1160. Thank you for your cooperation in completing this proof of residency requirement.

**PLEASE FILL OUT FORM ON REVERSE SIDE COMPLETELY.**

College Connections  
Jamestown Community College  
Second Floor, ARSC Building

PO Box 20  
Jamestown, New York 14702-0020

716.338.1160  
[www.sunyccc.edu/collegeconnections](http://www.sunyccc.edu/collegeconnections)