CREATING YOUR DUALENROLL ACCOUNT
NEW COLLEGE CONNECTIONS STUDENTS

JCC JAMESTOWN COMMUNITY COLLEGE S U N Y
College Connections

STEP 1 Go to https://sunyjcc.dualenroll.com	Having trouble? • The URL must start with "https" (did you remember the "s"?) • Did you spell "dualenroll" correctly? • Try using Firefox browser.	
STEP 2 Create a login	• Tap **CREATE MY ACCOUNT** button and fill out all the required fields. • Provide your full legal name as it appears on your Social Security card (no nicknames) as this is what will appear on your official JCC transcript. • Click the **REGISTER** button only once!	Avoid trouble with verifying your account! • Make sure to enter a cell phone number or email address you have access to – you will immediately receive a text or email to verify your account. • Use a personal email, if possible, rather than a school email. Many schools block the automated confirmation emails and you may not be able to verify your account. • Remember your login and password – you will need this each time you register for College Connections courses.
STEP 3 Verify your account	Depending on what contact info you provided in Step 2, you will immediately receive a text or email with a link to verify your account.	Didn't get the message? • Ask your school counselor for help, OR • Call 716.338.1160 and we will help!
STEP 4 Complete your student profile	Carefully and completely fill out your student profile (you are setting up your official college record!) You must provide your correct Social Security Number in order to register for classes and order official transcripts.	
STEP 5 Accept terms and conditions	Download the College Connections Student Guide and make sure you understand your responsibilities as a student.	
STEP 6 Provide parent/guardian contact information	Your parent/guardian must give permission for you to take College Connections courses before you will be registered.	Parent/guardian doesn't have an email or smartphone? Have them sign a paper permission form, take a picture and upload it to your account or return it to your guidance office.
STEP 7 Select your school counselor	Confirm your high school and select your guidance counselor from the drop-down menu.	
CONGRATULATIONS!	Now that you have created an account, you can select courses when the registration window is open. Speak to your school counselor for more information or visit www.sunyjcc.edu/CCdates.	

STEP 1 **Log into your DualEnroll account**	Go to https://sunyjcc.dualenroll.com and login with the username and password you created previously.	**Having trouble?** • The URL must start with "https" (did you remember the "s"?) • Did you spell "dualenroll" correctly? • Try using Firefox browser. • Don't remember your login? Click *Forgot your username or password?* under the **LOGIN** button.
STEP 2 **Choose your classes**	Click on the name of the course you wish to register for and click the **REGISTER** button. (Note that there may be multiple sections of the same course with different instructors and/or times.) Continue registering for courses until you have selected all the classes you are taking for credit through JCC this term.	Don't see any courses listed? Click on the **Courses** tab in the upper left. Make sure you are registering for the correct class by choosing the section with your instructor for the correct term and/or time. Clicking the **Save Course** button will save it to your wishlist – it will *not* register you into the course.
STEP 3 **Check your status**	The **Status** tab at the top will show you where each of your classes are in the registration process. Steps highlighted in yellow are your responsibility to complete. If you are a new College Connections student, make sure your parent/guardian has completed the permission step.	
STEP 4 **Make sure your personal information is correct**	Click on the **Profile** tab at the top and update any of your personal information that may have changes (phone, email, address, parent's email, etc.) Click on the **Account** tab on the upper-right to update the email address and/or cell phone you wish to get registration notifications on. If you used a school email to create your DualEnroll account, please change it to a personal email address, if possible. Many school email servers block outside domains and you may not receive updates on your registration.	
Residents of Allegany, Erie, Wyoming and all other NYS counties except Chautauqua and Cattaraugus: **COMPLETE A COR FORM!**	Residents of Allegany, Erie, Wyoming and all other counties need to submit a Certificate of Residence (COR) form once per academic year. **The deadline to submit the form is September 24 for classes that start in fall and February 28 for classes that start in the spring.** Print out the PDF version of the form at www.sunyjcc.edu/CCregistration. Do not sign the form until you are in the presence of a notary. Submit the signed and notarized form to your high school counselor or the College Connections office. **Residents outside of Chautauqua and Cattaraugus counties who do not submit a COR form by the deadline will either be dropped from their JCC course or be required to pay tuition.** For questions, call 716.338.1160.	