



## New Dual Enrollment/Annex Students

### APPLICATION

<https://www.msjc.edu/apply/index.html>

After successfully submitting your application, check your personal email for follow up information.

### ACTIVATE MyMSJC ACCOUNT

You will be sent an Account Activation notification to your personal email address with information on activating your MyMSJC account used to access Self-Service, Canvas and more. After activating your account with a temporary code, you will be required to create a new password and set up account retrieval options including Challenge Questions, and registering a phone and email address which will be referenced in the event that the student needs to reset their password at a later date. Get more details about this process by visiting [msjc.edu/MyMSJC](https://www.msjc.edu/MyMSJC)

### ACTIVATE MSJC STUDENT EMAIL

1. Log in to [EagleAdvisor](#).
2. Click on the "Student EagleAdvisor" menu.
3. Under *User Account*, select "Activate Student Email Account".
4. Enter an email password that is between 10-16 characters.
5. Access student email from the link on the homepage or directly at [outlook.office.com](https://outlook.office.com)

It is important that students activate their MSJC Student email account and check it regularly for important information. This is where all official communication from the college will be sent.

### COMPLETE ONLINE ORIENTATION

Become an expert on all things MSJC!

- [Start your orientation](#), login with your myMSJC username and password.
- The online orientation will take you approximately 30 minutes and includes videos.
- The orientation can be taken on your smart phone, laptop, tablet, or desktop computer.

See also: [Orientation Information](#)

### SCHOOL/PARENT AGREEMENT FORM

Speak to your Dual Enrollment/Annex Counselor/Coordinator at your high school for the appropriate form to complete and the deadline to submit the form back to them.

### OPTING OUT OF FEES

Opting out of the \$2 Student Rep and \$7 SGA fee must be done prior to December 13<sup>th</sup> to avoid being charged these fees during the registration process. One of our local high school partners shared a video on how to opt out of these fees.

<https://www.youtube.com/watch?v=lxhjCUS552k&feature=youtu.be>