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Dear Parents/Guardians:

Your student has requested our dual high school/college credit Rhetoric course at Plainfield High School for the 12-13 school year. As part of the requirement for this course, students must take and receive a passing score in Reading and Writing on the JJC COMPASS test before June 1, 2012. **This required placement test will be administered at Plainfield High School on Thursday, February 23, 2012.**

In order to take the COMPASS test, your student **must complete an on-line application to Joliet Junior College by Thursday, February 9th.** Your student will need his/her Social Security number and should follow the steps listed below.

- Log onto the JJC web site at www.jjc.edu.
- Click on Admissions.
- Click on Dual Credit under the Special Admissions
- On the left side, click on the Dual Credit Application Fill out the application. There are 5 steps to complete before the 6th screen, where you must verify the information prior to submission.
 - Under Step 1, Term, please have your student choose the appropriate semester and year (Spring 2012).
 - In Step 5, Personal Goals, under the subheading Educational Goals, please have your student choose the first option: I only plan to complete one or several courses (NOT pursuing a certificate or degree). Then under the next subheading, Reason for Attending JJC, please have your student choose the very last option, Other.
 - Step 6 is for review of all information entered. When all information is correct, your student will hit the Submit Application button.

Be ready for the prompt. The student's **JJC ID** number will appear on the screen for 30 seconds; be ready to write it down or you can print this page. **This ID will be required to take the Compass Test.** Also, a JJC student e-mail account will be created within 24 to 72 hours of applying.

If your student already has a JJC ID, the application process is not required. However, a JJC ID must be created BEFORE February 9th to be able to take the COMPASS test at PHS on February 23rd.

Thank you for your prompt attention to this,

Darcie Kubinski