

PASSPORT GUIDE FOR STUDENTS

What is PASSPORT?

PASSPORT stands for **P**ersonal **A**ccess to **S**tudent **S**ervices – **P**olk **O**nline **R**egistration **T**ool. It is exactly that – an online way to register, pay your fees, view your grades, print unofficial transcripts, print your schedule, check the status of your financial aid or transcript requests, change your personal information, and much more.



| Public Access (No Password Required) | Student Access (Password Required) |
|---|--|
| Student Help Using Passport | Student ID: <input type="text"/> |
| Faculty Help Using Passport | PIN: <input type="text"/> |
| Apply to Polk State College | <input type="button" value="Logon"/> <input type="button" value="Help"/> |
| Polk State College Home Page | |
| Polk State College Student Email | |
| Search for Open Courses | |
| Admissions | Logon ID: <input type="text"/> Log on with your network ID. |
| Course Descriptions | Password: <input type="text"/> |
| Course Schedules | <input type="button" value="Logon"/> <input type="button" value="Help"/> |
| Academic Calendar | |
| College Catalog | |
| FACTS | |
| Financial Aid | |
| Non-credit Student Home | |
| Apply for a Job | |

The PASSPORT Login Page

To use PASSPORT you must have Internet access and a current version of Internet Explorer or a compatible web browser. AOL customers who experience problems accessing PASSPORT via AOL should use Internet Explorer. You can connect to PASSPORT using a computer in the Teaching/Learning/Computing Center (TLCC) at any campus or center or one of the kiosk computers in Student Services.

You can find a link to PASSPORT on Polk State College's website www.polk.edu on either the Current or Future Student home pages.

In PASSPORT, the Main Menu / Logon Page (below) is divided into two halves:

- On the left side of the page are various "public" resources. To access them, simply click on the word(s).
- On the right side of the page, there are two login options: one for students and one for faculty and staff.

| Public Access (No Password Required) | Student Access (Password Required) |
|---|--|
| Student Help Using Passport | Student ID: <input type="text"/> |
| Faculty Help Using Passport | PIN: <input type="text"/> |
| Apply to Polk State College | <input type="button" value="Logon"/> <input type="button" value="Help"/> |
| Polk State College Home Page | |
| Polk State College Student Email | |
| Search for Open Courses | |
| Admissions | Logon ID: <input type="text"/> Log on with your network ID. |
| Course Descriptions | Password: <input type="text"/> |
| Course Schedules | <input type="button" value="Logon"/> <input type="button" value="Help"/> |
| Academic Calendar | |
| College Catalog | |
| FACTS | |
| Financial Aid | |
| Non-credit Student Home | |
| Apply for a Job | |

[Disclaimer](#) | [Privacy](#) | [Contact](#)

Student ID: Use your Social Security Number or the Student ID that was mailed to you when you applied.

PIN: Use the PIN (Personal Identification Number) that was mailed to you when you first applied. You are advised to change your PIN during your first use.

If you do not have the information you need to log in or have difficulty doing so, please contact us at 863-297-1000.

PASSPORT GUIDE FOR STUDENTS

The Student Home Page

You can always return to this page by clicking [Home] in the Navigation Bar.

| October 2012 | | | | | | |
|--------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

The Navigation Bar

- Home
- Advising
 - Advising Information
 - Educational Plan
 - Display Interactive Degree Audit
 - Display Unofficial Transcript
 - Change Program Objective
 - Graduation Application
 - Graduation Survey
 - SMARTHINKING
- Registration
 - Add/Drop/Withdraw
 - Maintain Notification List
 - Registration History
 - My Schedule
- My Financials
 - Payment
 - Fee Summary
 - Sign-up Options
 - 1098-T
 - Financial History
- Financial Aid
 - Application Status
 - Awards
 - FAFSA Application
- Records
 - Display Grades
 - GPA Information
 - View Tests & Placement
 - 1098 Information
 - Display Interactive Degree Audit
 - Display Unofficial Transcript
 - Transcript Request
 - Display Transcript Request Info
 - Display Transcripts Received Info
 - Enrollment Certification
 - Email Notifications
- Profile
 - Change Address
 - Change PIN
 - Change Security Q&A
- Logoff

Most options on the Navigation Bar have either a Quick Link or are under several drop-down menus to make getting where you need to go easier. The key options on PASSPORT's Navigation Bar are:

- The first time you log on, carefully read the Acknowledgement page before clicking [Accept] at the bottom. You will be held accountable for this information.
- The first time you log on, choose the way you want to receive the 1098T tax information. The navigation bar at the top has drop-down menus.
- Jump to key areas using the Quick Links in the upper left.
- Accessing your Polk State e-mail is very important as most official College communication will come to you through your Polk State e-mail which may be accessed [here](#).
- Get a quick view of your schedule.
- Add/Drop/Withdraw from classes using the Quick Links.
- Update your personal information by clicking on the hyperlinks. Allow one day for changes to display.
- Look at your financial status. Pay online from the Home page.
- Important dates display under and on the calendar. Withdrawal and refund deadlines are displayed. The calendar will also mark important College deadlines and dates.
- **Advising** – Display advising information, your degree audit, or your transcript.
- **Registration** – Add/Drop/Withdraw from classes; view registration history, your schedule, or tuition and fees.
- **My Financials** – Make payments or view financial information.
- **Financial Aid** – Links to the federal government's FAFSA online student aid application website.
- **Records** – Allows you to access your grades, transcripts, and grade point average.
- **Profile** – Allows you to change your address and PIN.

PASSPORT GUIDE FOR STUDENTS

Advising Highlights

Display Degree Audit

A degree audit is a list of program requirements to complete a degree. You can see what you have taken, where it fits in completing your degree, and what you have remaining to take.

The screenshot shows the 'Degree Audit' page with a navigation menu on the left. The main content area is titled 'Associate in Arts Degree Audit' and includes sections for 'General Information', 'Student Local Address', 'Program of Study Change History', 'Institution Degree Notes-1', and 'Program of Study Course Requirements'. The course requirements are broken down into three areas: Area 01 (Communications), Area 02 (Mathematics), and Area 03 (Humanities). Each area lists completed and remaining courses with their respective credit hours and GPAs.

General Information

Student ID: [REDACTED]
 Std. Phone: [REDACTED]
 Birthdate: [REDACTED] Program: 11000
 Veteran: [REDACTED] Effective Term: 20131
 Basis of Admission: HS GRADUATE
 Admission Status: READMITTED STUDE *** Degree Shopping ***
 Total Program Hours: 60.0
 Special Designators: [REDACTED]

Program of Study Change History

| Course | Term | Grade | Hours |
|-------------------------------------|-------|-------|-------|
| 89700 OTHER -- NON CREDIT | 20111 | - | 9. |
| 39999 UNKNOWN PROGRAM-SEE ADMISSION | 20082 | - | 8. |
| 39701 GRADUATE | 20002 | - | 7. |

Area 01:(01A) Communications Min.Hours: 9.00 Min.Crses: 3

Area Requirements Are Satisfied.

| Course | Term | Grade | Hours |
|---------|-------|-------|-------|
| ENC1101 | 19931 | B | 3.0 |
| ENC1102 | 19932 | B | 3.0 |
| LIT1000 | 19941 | A | 3.0 |

Area Totals:
 Completed/Enrolled: 9.0
 Area Hrs Remaining: 0.0
 Area GPA: 3.33

Area 02:(05A) Mathematics Min.Hours: 6.00 Min.Crses: 2

Area Requirements Are NOT Satisfied.

| Course | Term | Grade | Hours |
|---------|-------|-------|-------|
| MGF1106 | 19941 | B | 3.0 |

Area Totals:
 Completed/Enrolled: 3.0
 Area Hrs Remaining: 3.0
 Area GPA: 3.00

Area 03:(02A) Humanities Min.Hours: 6.00 Min.Crses: 2

Area Requirements Are Satisfied.

| Course | Term | Grade | Hours |
|---------|-------|-------|-------|
| HIM2020 | 19931 | A | 3.0 |
| HIM2250 | 19941 | A | 3.0 |

Area Totals:
 Completed/Enrolled: 6.0
 Area Hrs Remaining: 0.0
 Area GPA: 4.00

Registration Highlights

Register for Classes

Registration information can be found [here](#). Our [Admission Guide](#) is another valuable resource which contains important information regarding Admission, Transcripts, Testing and Placement, Financial Aid, and Orientation.

My Schedule

Your latest schedule will be the default view.

The screenshot shows the 'My Schedule' page with a navigation menu. The main content area displays a table of courses for the Fall Term 2012. The table includes columns for Ref Num, Course ID, Course Title, Sess, Hours, Start Date, End Date, Campus Bldg/Room, Start Time, End Time, Day(s), and Instructor. Below the table, there is a summary of credit hours and a balance sheet.

Course Schedule

| Ref Num | Course ID | Course Title | Sess | Hours | Start Date | End Date | Campus Bldg/Room | Start Time | End Time | Day(s) | Instructor |
|---------|-----------|---------------|------|-------|------------|----------|----------------------------|------------|----------|---------|------------|
| | COP2800 | Prog. In Java | 1 | 3.0 | 08/23/12 | 12/06/12 | Lakeland Campus LLC /02222 | 6:00 PM | 7:30 PM | UMTWRFS | |
| | | | | | 08/20/12 | 12/12/12 | Lakeland Campus TBA /TBA | TBA | TBA | UMTWRF5 | |

Summary

| Total Credit Hours | Total NonCredit Hours |
|--------------------|-----------------------|
| 3.0 | 0.0 |

Balance Sheet

| Total Schedule | Paid by Scholarships and Other | Schedule Amt Due | Obligations Due | Receivables Due | Previously Paid by Student | Student to Pay Amount |
|----------------|--------------------------------|------------------|-----------------|-----------------|----------------------------|-----------------------|
| \$330.66 | \$330.66 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

For details on your balance, please go to the [Fee Detail Page](#)

PASSPORT GUIDE FOR STUDENTS

Payment Highlights

Fee Summary

| Course | Reference # | Course Title / Fee Type | Course Fee Amount | Financial Aid | Third Party | Exemption | Fee Deficiency | Paid | Stude |
|-------------------------------|-------------|-------------------------|-------------------|---------------|-----------------|---------------|----------------|---------------|---------------|
| *COP2800 | | Prog. In Java | \$330.66 | \$0.00 | \$330.66 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Tuition and Fee Totals | | | \$330.66 | \$0.00 | \$330.66 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

- You can view finances for any term you have attended recently.
- Registration fees must be paid by the deadline date shown. You must pay the amount under Balance Due.

View Receipts

| Receipt Date | Receipt Time | Receipt Number | Receipt Amount |
|--------------|--------------|----------------|----------------|
| 08/17/2012 | 2:06 PM | 208641 | 2013 |
| 05/08/2012 | 11:45 AM | 196637 | 2012 |
| 01/06/2012 | 4:09 PM | 185573 | 20122 |
| 08/05/2011 | 2:07 PM | 171074 | 20121 |
| 01/05/2011 | 7:04 AM | 149853 | 20112 |
| 08/06/2010 | 9:03 AM | 134435 | 20111 |
| 05/12/2010 | 10:43 AM | 127671 | 20103 |
| 07/10/2009 | 12:29 PM | 103608 | 20101 |
| 12/27/2008 | 1:10 PM | 87625 | 20092 |
| 08/08/2008 | 8:16 PM | 77803 | 20091 |
| 01/03/2008 | 8:27 PM | 60661 | 20082 |
| 08/10/2007 | 9:42 AM | 50545 | 20081 |
| 01/09/2007 | 11:46 AM | 35094 | 20072 |

You can view or print a receipt for any payments made.

Financial Aid Highlights

Check Aid Status

Choose the Financial Aid year

2013 : (Fall 2012 - Summer 2013) [View Status](#)

Click "View Status" to receive updated information regarding your Financial Aid application status.



Winter Haven
Lake Wales

Lakeland
Airside

999 Avenue H NE
Winter Haven, Florida 33881-4299
863-297-1000
polk.edu