

7

Simple Steps to Become a Dual Enrollment Student

The Dual Enrollment program allows academically talented high school students to take college classes while still in high school. Some of the benefits of participating in the program are broadened educational opportunities, increased depth of study and accelerated attainment of post-secondary educational goals—all with free tuition and fees. To get started, please complete these seven simple steps to become a Dual Enrollment student.

Step 1 - Complete Application for Admission

- All dual enrollment students will complete the application for admission online by going to the Polk State College website at polk.edu. Select the Apply Online button under the Getting Started heading on the left side of the page.
 - Select #5 under Student Intention
- Upon submission of the application, an admission letter is returned. PRINT this admission letter as it contains very important information AND it serves as your admission ticket to placement testing. Virtual environment students will need the letter, for instructions, even if they take placement testing at an approved site other than Polk State College.

Step 2 - Meet Eligibility Requirements

- Dual Enrollment — High School sophomore, junior, or senior with unweighted GPA of 3.0 or higher. Must meet the minimum scores on a state-approved placement test, as established by the Florida Department of Education.
- Early Admission — High School senior who has a minimum 3.2 unweighted GPA, earned a “B” or better in Algebra II or higher math class, passed all sections of the FCAT, earned a minimum of 18 high school credits and passed all sections of a state-approved placement test. FCAT is not required for private and home school students.

Step 3 - Interpretation of Placement Scores

- Students may use the Postsecondary Education Readiness Test (P.E.R.T.), the College Placement Test (CPT), the Scholastic Aptitude Test (SAT), or the American College Test (ACT) to meet the placement test requirements taken at any approved testing site. Test scores must be less than two years old.
- If you have scores that meet the qualifications below, request an official score report to be sent to Polk State College. The college’s score code for ACT is 07570 and for SAT is 5548.
- P.E.R.T. will be required if ACT or SAT has not already been taken or if scores do not meet these minimum standards.
- Please use your admission letter or request an admission ticket for P.E.R.T. at the college Admission or Advising Office on either campus if you intend to take the placement test on campus.
- Minimum placement scores required for eligibility are:

Subject	PERT	CPT	ACT	SAT
Reading/Critical Reading	104	83	18	440
English/Critical Reading	99	83	17	440
Elementary Algebra/Mathematics	113	83	19	460

Step 4 - Course Selection and Approval

- **Public School** — Students submit their test score report to their high school counselors to discuss courses to be taken, to complete the high school approval form and to have their approved courses entered into the Polk County Dual Enrollment portal. Virtual environment students must submit the signed and completed high school approval form to dualenrollment@polk.edu.
- **Private School** — Students take their test score report and the high school approval form to their high school counselor for course approval and submits the form to a Polk State advisor at time of registration.
- **Home School** — Students have the parent responsible for their home education sign the high school approval form, and students in conjunction with their parents and the Polk State advisor, determine what classes they should take to meet their high school and college requirements.

Step 5 - Register for Classes

- Dual Enrollment students may begin registering for classes at Polk when the Dual Enrollment registration period opens. See the College Calendar on the website for registration dates.
- Student must register in person with a Polk State academic advisor or with the Coordinator of Dual Enrollment. Classes offered on the high school campuses or fully online through virtual environments are registered in bulk by the Coordinator of Dual Enrollment.
- Students registering in person must be present rather than having a parent or other person register them.
- Dual Enrollment students may not register or make schedule changes via Polk's Passport online registration portal.
- When registration is complete the student is responsible to login to PASSPORT and check it for accuracy.

Step 6 - Schedule to High School Counselor

- Students submit their college course schedule to their high school counselors. Student may request an adjustment to their high school schedule at this time, if necessary. A high school approval form is needed for adjustments.
- The Coordinators of Dual Enrollment send students' schedules and grades electronically to Polk County public high schools and via mail to all other high schools for posting to the high school transcripts. Grades will not be mailed to students; grades are listed on an unofficial transcript which can be retrieved online via Pass-

Step 7 - Acquire Textbooks

- **Public School** — Students in PCSB high schools are issued a textbook voucher to take to the college bookstore for issuance of books and required supplies. Dual enrollment books and supplies must be returned in good condition at the end of the semester to the college campus bookstore from which they were issued. Failure to return books as agreed will result in the student being billed for the books by the School Board. Virtual environment students will follow their individual school policies related to books.
- **Private School and Home School** — Students are responsible for purchasing their own textbooks and supplies required for their classes.

The Dual Enrollment Coordinators can assist you if you have any additional questions:

- **Lakeland** — Mrs. Simmi Johnson (863) 669-2822
sjohnson@polk.edu
- **Winter Haven** — Mrs. Mary Westgate (863) 292-3758
mwestgate@polk.edu

You may find more information about the program on our website at <http://www.polk.edu> or by emailing dualenrollment@polk.edu.



Come and Discover the opportunities available at Polk State to accelerate your college degree! We are committed to your success and want to help you achieve your dreams. How can we help you get there?