



GUIDELINES FOR DUAL ENROLLMENT APPLICATION FOR PRIVATE SCHOOL STUDENTS

An agreement must be approved between Polk State College and the high school making provisions for advanced instruction in the Dual Enrollment program for eligible students. Students who wish to take advantage of this opportunity must check with their high school to make sure an agreement has been approved, and if not, to request that the high school principal initiate the request to enter into such an agreement.

Dual enrollment provides in-state matriculation and lab fees only and does not cover the cost of other school-related items, such as textbooks or supplies. The Dual Enrollment program only covers tuition for courses approved for high school credit and only one attempt per course. The cost for a second or subsequent attempt at any course will be the responsibility of the student.

To qualify for the Dual Enrollment program the student must be a high school sophomore, junior or senior, have a high school GPA of 3.0 or higher, and must achieve scores on the CPT, SAT or ACT exam at the college level, as established by the Florida Department of Education. Official scores must be sent directly from College Board (SAT) or ACT. The CPT may be taken at either PSC campus, six days a week.

Sophomores are eligible for one course per semester, juniors and seniors may take up to two courses per semester. Seniors who have passed all sections of one of the approved placement tests may take up to 11 credit hours per semester. Students who desire to participate in this program should be sufficiently mature to function in the college environment as certified by their parent and school officials.

Full time early admission is available for high school seniors with a minimum GPA of 3.2, passing scores on a state-approved placement exam, and who have earned a B or better in Algebra II or a higher level math course, and have passed all sections of the FCAT. Early Admission allows a qualified student to replace their senior year with a year of full-time studies at Polk State College. Early Admission students must take a minimum of 12 credit hours per semester and are limited to a maximum of 16 credit hours per term. Full-time enrollment is typically four courses per semester.

THE STUDENT MUST:

1. Complete the PSC College Application for Admission and choose Dual Enrollment Student as your admission category at the bottom of page one.
2. Complete section 1, Student Information, on the High School Approval Form for Dual Enrollment and Early Admission Students at Public and Private High Schools and sign the Student and Parent Agreement section at the bottom of page two.
3. Have a parent sign the Student and Parent Agreement at the bottom of page two.
4. Submit the completed forms to the high school Guidance office for school approval.

THE HIGH SCHOOL GUIDANCE COUNSELOR MUST:

1. Make a judgment about the student's ability to succeed in and benefit from this program.
2. In Section II identify semester and year that the student wishes to participate.
3. Certify and record the student's current grade point average and the number of high school credits earned to date.
4. List the approved courses to be taken at the college. If no courses are listed or you write in "Electives", the college academic advisor and the student will decide what courses to take based on the student's test scores, course availability and the student's intended college major.
5. Sign and date Section II, Counselor Approval, approving the student to participate in the Dual Enrollment program.

THE HIGH SCHOOL PRINCIPAL MUST:

1. Review the application for accuracy.
2. Certify that the courses taken will be used for high school credit.
3. Sign and date Section III, Principal Approval.
4. Return application and approval page to student to bring to either PSC campus or mail the application and approval page to either Coordinator of Dual Enrollment at the address below:

Winter Haven:

Mrs. Mary Westgate
Polk State College
999 Avenue H NE
Winter Haven, FL 33881-4299

Lakeland:

Mrs. Simmi Johnson
Polk State College
999 Avenue H NE
Winter Haven, FL 33881-4299

THE COLLEGE MUST:

1. The Coordinator of Dual Enrollment will review the application for completeness and will forward to the Registrar's office for processing.
2. Registrar staff will enter student's application in PSC's record system and will send student an admission letter and a ticket of admission for the CPT test.
3. The Coordinator of Dual Enrollment or an academic advisor will interpret placement test results, will advise students about course selections and will assist them with registration.
4. The Coordinator of Dual Enrollment will send to the high school a report with each student's schedule at the beginning of the semester and with the student's grades at the end of the semester.