



STEP 1: Go to [www.polk.edu](http://www.polk.edu) to begin the Application/Registration Process for Reading Endorsement Courses.

Sign In





ADMISSIONS
CALENDAR
DEGREES & PROGRAMS
FINANCIAL AID
LIBRARY
PAL
PASSPORT
STUDENT SERVICES

FUTURE STUDENTS

CURRENT STUDENTS

FACULTY & STAFF

BUSINESS & COMMUNITY


GETTING STARTED

WELCOME

CAMPUS LOCATIONS

STEPS TO ADMISSION

APPLY ONLINE



# POLK STATE COLLEGE

Yours.

1
2
3
4

Your career begins here, at Polk State College

**FALL REGISTRATION AT POLK STATE COLLEGE IN HIGH GEAR**

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[▶ more](#)

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[▶ more](#)

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[▶ more](#)

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[▶ more](#)

**Athletic Profile**  
Soccer Team




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Can you imagine what it would be like to enter a new country without knowing anyone or having any idea where you will live? That's what recent PSC graduate Vvian Newton went through when she came to the...

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Elmer Garcia



Elmer Reyes Garcia, a student in PSC's Nursing and Cardiovascular Technology programs, moved to Florida from the Philippines four years ago with his wife and their two young daughters. With a bachelor's degree in...

STEP 2: Click on PASSPORT

The screenshot shows the Polk State College website. At the top left is the Polk State College logo. To the right is a 'QUICK LINKS' search bar. Below the logo is a navigation menu with items: ADMISSIONS, CALENDAR, DEGREES & PROGRAMS, FINANCIAL AID, LIBRARY, PAL, PASSPORT, and STUDENT SERVICES. The 'PASSPORT' link is circled in red. Below the navigation menu is a large banner with the Polk State College logo and the text 'Yours.' and 'Your career begins here, at Polk State College'. To the left of the banner is a sidebar with categories: FUTURE STUDENTS, CURRENT STUDENTS, FACULTY & STAFF, BUSINESS & COMMUNITY, GETTING STARTED, WELCOME, CAMPUS LOCATIONS, STEPS TO ADMISSION, and APPLY ONLINE. Below the banner are four news items, each with a 'more' link: 'FALL REGISTRATION AT POLK STATE COLLEGE IN HIGH GEAR', 'POLK STATE CLEARED TO LAUNCH B.S. IN NURSING', 'TUITION PAYMENT PLAN NOW OPEN FOR FALL REGISTRATION', and 'POLK STATE'S CLANCEY TAPPED TO LEAD NATIONAL COUNCIL'. At the bottom is a red banner with four profile cards: 'Athletic Profile Soccer Team', 'Student Profile CVT Program', 'Student Profile BAS Program', and 'Student Profile Elmer Garcia'.

Sign In



QUICK LINKS

- ADMISSIONS
- CALENDAR
- DEGREES & PROGRAMS
- FINANCIAL AID
- LIBRARY
- PAL
- PASSPORT**
- STUDENT SERVICES

- FUTURE STUDENTS
- CURRENT STUDENTS
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STEP 3: Scroll down to [Non-credit Student Home](#) at the bottom of the page on the left hand side.



**Public Access**  
(No Password Required)

- [Student Help Using Passport](#)
- [Faculty Help Using Passport](#)
- [Apply to Polk State College](#)
- [Polk State College Home Page](#)
- [Polk State College Student Email](#)
- [🔍 Search for Open Courses](#)
- [Admissions](#)
- [Course Descriptions](#)
- [Course Schedules](#)
- [Academic Calendar](#)
- [College Catalog](#)
- [FACTS](#)
- [Financial Aid](#)
- [Non-credit Student Home](#)
- [Apply for a Job](#)

**Student Access**  
(Password Required)

Student ID:

PIN:

[Help](#)

**Faculty/Staff Access**  
(Password Required)

Logon ID:  Log on with your network ID.

Password:

[Help](#)

**Vendor Access**  
(Password Required)

Logon ID:

Password:

Web Account ID:


[Help](#)

STEP 4: This is the Non-credit Student Home page. On this page please select one link from “Current or Previous,” or “New Student” that is highlighted in red.

**Current or Previous Student:** If you have taken a non-credit course at Polk State College in the past.

**New Student:** If you have never taken a non-credit course at Polk State College.

Complete the application to continue to the Reading Endorsement course registration process.



**POLK STATE COLLEGE**  
**PASSPORT**

**Student Logon Directions**

**Current or Previous Students**

[Student Logon](#) If you have attended or applied to the college previously and know your student id and password, then click here to logon to using this information.

[Reset Password](#) If you have attended or applied to the college previously and know your student id but can't remember your password, then click here to have your password reset.

[Contact College](#) For further assistance in the registration process...

**New Student**

[Complete Application](#) If you have never attended or applied to the college before, then click here to complete the colleges non-credit application.

[Complete Application \(no SSN\)](#) If you do not wish to supply your Social Security Number to the college then click here to complete the college application. A student id will be generated for you. If you choose to have a student id generated for you, the college will not be responsible for tracking the generated number.

[Contact College](#) For further assistance in the registration process...

**POLK STATE COLLEGE** 999 Avenue H NE  
Winter Haven, FL 33881-4299  
[Disclaimer](#) | [Privacy](#) | [Contact](#)

STEP 5: Fill in all the fields with an "\*" to complete the application process. Once all the fields with "\*" are complete click on the **Submit Application**



**Application for Non-Credit and Continuing Education Classes**

Please supply us with the following information as it would appear on legal documents.  
Fields starting with "\*" are required.

**Note: Gender, Ethnicity, Race & Country of Citizenship are optional.**

Personal Information	Contact Information
Title <input type="text"/>	*Mailing Address <input type="text"/>
*First Name <input type="text"/>	*City Fort Lauderdale <input type="text"/>
Middle Name <input type="text"/>	*Zip Code <input type="text"/>
*Last Name <input type="text"/>	*State Florida <input type="text"/>
Suffix <input type="text"/>	*Country United States <input type="text"/>
*Date of Birth <input type="text"/> mm/dd/yyyy	*Home Phone <input type="text"/> (123) 123-1234
Gender <input type="text"/>	Work Phone <input type="text"/> (123) 123-1234 or (123) 123-1234 ext 1234
Are you Hispanic/Latino? <input type="text"/>	Cell Phone <input type="text"/> (123) 123-1234
Race <input type="text"/>	Email Address <input type="text"/>
(Choose one or more races)	
Country of Citizenship United States <input type="text"/>	
Signon Information	Immigration Information
*Password <input type="text"/> 4-6 numeric digits.	(To be completed by non US citizens only)
*Verify Password <input type="text"/> Repeat Password Above.	*Immigration Status United States Citizen <input type="text"/>
*Password Reset Question What Is The Name Of Your Favorite Pet? <input type="text"/>	Visa Type <input type="text"/>
*Password Reset Answer <input type="text"/>	Visa Issue Date <input type="text"/>
	Visa Expiration Date <input type="text"/>
<b>Submit Application</b>	

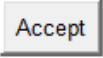
STEP 6: After clicking the **Submit Application** you will be directed to the screen below. Notice the Student ID and the PIN will be used as your login keys to log back into Passport for future registrations. Print the screen and then select



**Application Added/Updated Successfully**

**Important Student Information.**  
Please keep a copy of this information for future reference.

**Student ID:** K11004850  
**PIN:** 4321

STEP 7: Select  at the bottom of the page after reading the Policies and Guidelines for computer and eAccounts.

# Policies and Guidelines

**Please scroll to the bottom to accept or reject these conditions**

## Policies and Guidelines for responsible use of Computer and eAccounts

The Polk State College (PSC) District Board of Trustees, faculty and staff are determined that PSC be a place of learning, safety, shared responsibility and harmony. The faculty, staff, and students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College. Each student, by registration, assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct are subject to disciplinary action. PSC has developed specific policies and responsibilities for use of campus computer and network resources. Read the policy: In addition, the PSC Student Handbook has complete details on the Polk State College Student Conduct Code and Student Rights and Responsibilities. **In order to receive a PSC Student eAccount, you must acknowledge your understanding of PSC policies by agreeing to the statement below. PSC Student Conduct Code-Rules and Regulations (excerpt)** Any Student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV of the Student Code of Conduct. Conduct Item #16 of Article IV of the Student Code of Conduct is as follows: Violations of computer and network policy will be considered on a case-by-case basis according to established policies; determinations may include denial of access privileges. In all instances, measures will be taken to protect the system; however, due-process rights of everyone involved will be observed in all cases. Users are reminded that some uses of the network are governed by local, State, or Federal laws. I have read and understand the Polk State College policies and agree to abide by these policies regarding the use of my student eAccount. I also understand that the eMail system remains the property of the College. As such, the College has and may exercise the right to monitor and review any information stored or transmitted via the Internet or by eMail.

16. Theft or other abuse of computer time, including but not limited to, the following:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose;
  - b. Unauthorized transfer of a file;
  - c. Unauthorized use of another individual's identifications and password;
  - d. Use of computing facilities to interfere with the work of another student, faculty member, or PSC official;
  - e. Use of computing facilities to send obscene or abusive messages;
  - f. Use of computing facilities to interfere with normal operation of PSC computing system.

Violations of computer and network policy will be considered on a case-by-case basis according to established policies; determinations may include denial of access privileges. In all instances, measures will be taken to protect the system; however, due-process rights of everyone involved will be observed in all cases. Users are reminded that some uses of the network are governed by local, State, or Federal laws. **I have read and understand the Polk State College policies and agree to abide by these policies regarding the use of my student eMail account. I also understand that the eMail system remains the property of the College. As such, the College has and may exercise the right to monitor and review any information stored or transmitted via the Internet or by eMail.**

Step 8: At this point select **REJECT Electronic Delivery** or **ACCEPT Electronic Delivery** after reading “1098T Delivery Preference.”



## 1098T Delivery Preference

Please scroll to the bottom to accept or reject electronic delivery of 1098T forms

### Important TAX INFORMATION Notice

Polk State College (PSC ) now electronically provides students with the Internal Revenue Service required 1098T Tuition Statement form. The electronic 1098T form may be used for all income tax purposes and is sanctioned by the Internal Revenue Service.

By eliminating hard copies of this paper tax document and providing an electronic copy through PSC 's web system, the risk of identity theft associated with postal delivery is reduced.

The 1098T Tuition Statement form will be available for viewing and printing from PSC 's On-Line Services system on or before January 31st of the year following the tax year reported.

By accepting electronic delivery, all future 1098T forms will be furnished via the web. You will receive an email each January notifying you when your electronic 1098T form is available.

The delivery preference you indicate below will remain in effect each year unless your preference is changed. You may change your preference by accessing the 1098T Delivery Method link under the Payments menu and select either "ELECTRONIC COPY" or "HARD COPY". Please ensure that we have your correct mailing address and email address on record, as shown on your home page. The change will go into effect on the upcoming tax reporting year and each year thereafter.

**REJECT Electronic Delivery**  **ACCEPT Electronic Delivery**

STEP 9: Select  to register for classes

**Welcome Non-Credit Student**

Corporate College, the Educator Preparation Institute (EPI), the Kenneth C. Thompson Institute of Public Safety, and Kids at College welcome you to the non-college credit registration site. Our courses open many doors, from certification and endorsements to lifelong learning and enrichment for all ages. Please follow the instructions on each page.

Do you wish to register for classes ?

**POLK STATE** 999 Avenue H NE  
COLLEGE Winter Haven, FL 33881-4299  
[Disclaimer](#) | [Privacy](#) | [Contact](#)

STEP 10: Select the correct term (Spring, Summer, or Fall) to begin the registration process.

Home Registration ▾ My Financials ▾ Records ▾ Profile ▾ Logoff


## Student Registration

Welcome Karen Bobo

Please select the term you wish to see:

Spring 2011 ▾

[Check appointment status](#)

STEP 11: Under "Class Type" Select  Non-Credit/PSAV and then type reference# of course in the Reference Number section. The Reading Competency course reference # is located on the Reading Endorsement Website (reference# listed below in example is not valid for this course) and then 

Home Registration My Financials Records Profile Logoff

## Welcome Karen Bobo

This class schedule report is for Summer I Term 2011.

- Instructions:**
1. Use the search class schedule section below to select and add classes to your schedule.
  2. Click the appropriate button under the course if you wish to drop a class. These actions can be cancelled by clicking that button again.
  3. When ready to update your schedule, press the "Register Now" button to make your selections permanent. Note: This button will not appear until updates are ready.
  4. You will be prompted to "Pay Your Fees" once registration is successful.

## Course Search Results

**Search Help:** Enter/select values in any/all of the following fields. Selecting values for "Days", "Start Time", "End Time", "Course Title" and "Instructor" will result in longer search time. You can select multiple values for the field "Subject Area", by holding down the control (Ctrl) key and selecting the required values.

### Class Schedule - Search by Term

Directions: Complete only the items for which you are interested in searching. NO FIELDS ARE REQUIRED. Press the "Search Now" button to search for classes matching your criteria. If you know the reference number for a specific course, enter it in the "Ref Number" field(s) and press the "Add to Cart" button.

Search Now

for selected course/classes.

Reset Form

to original settings.

---

Term: Summer I Term 2011

Session:

Campus:

Course Title/ Key Word:

Course ID/Number:

Class Status: Open/Available

Class Type:

All Types

Credit (Associate Level)

Credit (Baccalaureate Level)

Non-Credit/PSAV

Tip: Type Child or Hist to search for classes with that text in the title or description.

Tip: Type ENC instead of ENC1101, to find all courses starting with "ENC".

---

Enter up to five Course Reference Numbers:, and press the "Add to Cart" button.

Ref Number:

Options relate to the Course Reference Numbers directly above.

Options:


Tip: Reference Numbers are five or six digits. (Example 12345 or 112345)


**STEP 12: Read instructions below.**

This class schedule report is for Summer I Term 2011.

- Instructions:**
1. Use the search class schedule section below to select and add classes to your schedule.
  2. Click the appropriate button under the course if you wish to drop a class. These actions can be cancelled by clicking that button again.
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  4. You will be prompted to "Pay Your Fees" once registration is successful.

 **Register Now**

Ref Num	Course ID	Sess	Start Date End Date	Campus Bldg/Room	Start Time End Time	Day(s)	Instructor
You can Drop the following courses							
 <b>A</b> <a href="#">032731</a>	EPR01	EPI	06/13/11 08/04/11	Winter Haven Campus *** /***	Online	<b>ONLINE</b>	
<input type="button" value="Cancel Add"/>							


 The shopping cart icon indicates classes that you have pending. Press the **"Register Now"** button to make these selections permanent.

**A:** Classes to be Added to your schedule.

**D:** Classes to be Dropped from your schedule.

**W:** Classes to be Withdrawn (No Refund) from your schedule.

Bookstore: <http://www.polk.edu/currentstudents/Pages/Bookstores.aspx> (This opens in a new browser window)

 **Register Now**

To recalculate your fees due, save your schedule.


## Course Search Results

STEP 13: Read instructions below.

This class schedule report is for Summer I Term 2011.

- Instructions:**
1. Use the search class schedule section below to select and add classes to your schedule.
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Ref Num	Course ID	Sess	Start Date End Date	Campus Bldg/Room	Start Time End Time	Day(s)	Instructor
You can Drop the following courses							
<a href="#">032731</a>	EPR01	EPI	06/13/11 08/04/11	Winter Haven Campus *** /***	Online	ONLINE	
	<input type="button" value="Drop Class"/>						

 The shopping cart icon indicates classes that you have pending. Press the **"Register Now"** button to make these selections permanent.

**A:** Classes to be Added to your schedule.

**D:** Classes to be Dropped from your schedule.

**W:** Classes to be Withdrawn (No Refund) from your schedule.

Bookstore: <http://www.polk.edu/currentstudents/Pages/Bookstores.aspx> (This opens in a new browser window)

**Your Registration is not complete until you select View/Print Schedule and Fees below.**

**NOTE: All Fees are not necessarily paid by FL Prepaid or other Financial programs - please print schedule for fee information, and then select Pay Your Fees below.**

## Course Search Results

STEP 14: The screen below shows the courses registered for. Here you can pay for the course(s), make printout for your records and for reference of your schedule. Your Registration for the Reading Competency course is completed after you pay for the course.

This schedule report is for Summer I Term 2011

Summer I Term 2011

Ref Num	Course ID	Course Title	Sess	Hours	Start Date End Date	Campus Bldg/Room	Start Time End Time	Day(s)	Instructor
<a href="#">032731</a>	EPR01	REA COMP ENDOR 1 W/S	EPI	35.0	06/13/11 08/04/11	Winter Haven Campus *** j***	Online	ONLINE	
<p>There are no on-campus meetings for this class.</p> <p>Deadline: Drop w/Refund: 06/16/11 W/Draw: 06/16/11</p>									
<p>Days: M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday S = Saturday; U = Sunday; TBA = To Be Announced</p> <p>Bookstore: <a href="http://www.polk.edu/currentstudents/Pages/Bookstores.aspx">http://www.polk.edu/currentstudents/Pages/Bookstores.aspx</a> (This opens in a new browser window)</p>									

Total Credit Hours	0.0	Total NonCredit Hours	35.0
Credit Payment Due Date		NonCredit Payment Due Date	

Kid Test	ID: K11-00-4850	Today's Date: Mon May 02 09:29:13 EDT 2011	Summer I Term 2011			
<b>Total Schedule</b>	<b>- Paid by Scholarships and Other</b>	<b>= Schedule Amt Due</b>	<b>+ Obligations Due</b>	<b>+ Receivables Due</b>	<b>- Previously Paid by Student</b>	<b>= Student to Pay Amount</b>
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**In order to avoid being dropped from your classes, all outstanding Tuition and Fees for this term must be paid by for credit classes and for non-credit classes**

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

[Click here to pay by credit card](#)

[Click here to pay by Tuition Payment Plan](#)



Registering for the next reading course STEP 1: Go to [www.polk.edu](http://www.polk.edu) and select “Passport” to register for the next reading course no later than one week before class starts.

Sign In

**POLK STATE COLLEGE**

QUICK LINKS

ADMISSIONS CALENDAR DEGREES & PROGRAMS FINANCIAL AID LIBRARY PAL **PASSPORT** STUDENT SERVICES

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Registering for the next reading course STEP 2: When registering for another reading competency course use Student ID and the PIN to log back into Passport. Check schedule on Reading Endorsement website for reference#.



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**PASSPORT**

**Public Access**  
(No Password Required)

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(Password Required)

Student ID:

PIN:

[Help](#)

**Faculty/Staff Access**  
(Password Required)

Logon ID:  Log on with your network ID.

Password:

[Help](#)

**Vendor Access**  
(Password Required)

Logon ID:

Password:

Web Account ID:

[Help](#)