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Equal Access/Equal Opportunity: Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. The College prohibits unlawful discrimination on the basis of race, color, national origin, creed, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information or disability in any of its employment policies or practices, educational programs, or activities. For questions or concerns, please contact: Valparisa Baker, Director, Equity & Diversity (Title IX Coordinator) 999 Avenue H NE, Winter Haven, FL 33881-4299. Office: WAD 227; Direct Office: 863.292.3602 Ext. 5378; or email: vbaker@polk.edu
**APPLY** [More…9]
- ☐ I completed the online application. Date ________________________________
- ☐ I read and understand my admission letter.
- ☐ I know my student ID.
- ☐ I will bring my copy of this Admission Guide with me to any office visit at the College.
- ☐ I know to keep the Admission Guide and admission letter together.
- ☐ NOTES: ________________________________________________________________
- ☐ NOTES: ________________________________________________________________

**RESIDENCY** [More…37]
- ☐ Not claiming residency? Check this one off.
- ☐ Claiming Florida residency?
  - ☐ Log in to PASSPORT to check residency status 2 week days after application.
    (Home Page under My financial summary)
  - ☐ In-state? Check this one off.
  - ☐ Out-of-state? Bring documents to Admission office.
- ☐ NOTES: ________________________________________________________________
- ☐ NOTES: ________________________________________________________________

**REGISTER FOR IN-PERSON ORIENTATION** [More…20]
- ☐ I am taking the online orientation and don't need to register. *(Go to page 20 for details)*
- ☐ I have registered for an Orientation by visiting the Information Center or calling 863-297-1000.
- ☐ Date: ________________ Time: _______ Location: _________________________
  (If not, call 863-297-1000 and schedule Orientation)
- ☐ NOTES: ________________________________________________________________
- ☐ NOTES: ________________________________________________________________

**ACTIVATE POLK STATE COLLEGE E-MAIL** [More…27]
- ☐ Check it daily until the drop day of each term. Then check weekly.
HIGH SCHOOL

☐ Public or Private High School (Required if you do not have a degree)
If you attend a Polk County Public High School, Check PASSPORT, your school may have already sent us one.

☐ Contact your high school to order a transcript if you are a first-time college student, a transfer, or a returning student.
☐ Date Ordered ___________ School Name ________________________________________________
☐ Check PASSPORT to verify it has been received. Date Received _____________________________

☐ Home School
☐ Submit completed Home School Affidavit. Date Submitted ________________________________

☐ GED
☐ Order from your state's Dept. of Education. Date Ordered _________________________________

☐ NOTES: __________________________________________________________________________

COLLEGE OR OTHER POST-SECONDARY SCHOOL

☐ Order Transcripts from each college or institution you have attended.
☐ School _______________________________________ Date Ordered: _____________ Received: _____
☐ School _______________________________________ Date Ordered: _____________ Received: _____
☐ School _______________________________________ Date Ordered: _____________ Received: _____
☐ School _______________________________________ Date Ordered: _____________ Received: _____
☐ School _______________________________________ Date Ordered: _____________ Received: _____

☐ NOTES ____________________________________________________________________________
For Financial Aid purposes, including EPI program, every transcript must be received and evaluated.

FINANCIAL AID PROGRAMS

☐ I requested a FAFSA pin from pin.ed.gov.
☐ I completed the FASFA.
☐ I added Polk State College's school code as a college I want to attend to my FASFA. The code is 001514.
☐ I received the Student Aid Report (SAR) from the Federal Government. (After you complete all requirements and they are evaluated, you will know if you actually qualify at Polk State.)
☐ I looked at the calendar in this Guide and know the Financial Aid Guarantee Deadline is ________________
☐ I attended a Financial Aid workshop. Date __________________________
☐ I checked PASSPORT and my FAFSA was received.
__ I do not have any red flags
__ I do have red flags.
■ SUBMIT REQUIRED DOCUMENTS (If you have red flags)
  □ I submitted my high school transcript or equivalent. Date ________________
  □ I have a degree. This does not apply to me.
  □ My Student Aid Report (SAR) says I’m selected for verification. I logged on to PASSPORT and am required to submit the following items for Financial Aid verification:
    □ ______________________________________ Date Provided ________________
    □ ______________________________________ Date Provided ________________
    □ ______________________________________ Date Provided ________________
  □ NOTES: ___________________________________________________________________
  □ NOTES: ___________________________________________________________________

■ TRANSFER STUDENT [More...41]
  □ I understand Satisfactory Academic Progress (SAP); it may apply to my transfer work.
  □ I have met Satisfactory Academic progress (SAP) or I have followed the SAP appeals process See polk.edu/admission-aid/financial-aid for details.
  □ My required post-secondary transcripts are received and evaluated. If I have a degree, I understand I do not need to provide a high school transcript. [More...11]

■ VETERANS [More...31]
  □ Go to VONAPP and apply for the eligibility letter (vabenefits.vba.va.gov/vonapp/default.asp) Date ________________
  □ I received the Certificate or letter of Eligibility letter from VA. Date Received ________________ (must be within three months)
  □ I submitted the Certificate or letter of Eligibility to Polk State Veteran’s office. Date Submitted ___________
  □ I submitted the following documents to Polk State:
    □ Polk State’s Veteran’s Certification sheet. Date Submitted ________________
      (Found at: polk.edu/admission-aid/veteran-information)
    □ DD214. Date Submitted ________________

■ VETERAN’S USING VETERANS RETRAINING ASSISTANCE PROGRAM (VRAP) BENEFITS
  □ My program of study is an approved program. I verified this at the VRAP website: benefits.va.gov/vow/education.htm. Date Verified ________________
  □ NOTES: ___________________________________________________________________
  □ NOTES: ___________________________________________________________________
☐ FLORIDA STATE AID
☐ I completed a Florida financial aid application online in my last year of high school.
☐ I added Polk State College to my state aid application.
☐ Bright Futures [More...16]
☐ I received and read my Bright Futures Award letter from the state of Florida and understand my responsibilities.
☐ I will receive the following award: _____________________________.
☐ I registered for classes and owe: $ _________________________.
☐ Gold Seal
☐ I understand Gold Seal covers only vocational programs. I checked with an advisor and my program is vocational. Date ________________________

☐ FLORIDA PREPAID [More...16]
☐ I took my Florida Prepaid ID card to the Polk State Cashier's office to pay my bill. Date ________________

☐ EXEMPTIONS [More...16]
☐ I reviewed the possible state exemptions.
☐ I determined I qualify for the following:
____________________________________________________________________________________

☐ STATE EMPLOYEE BENEFIT [More...17]
☐ I received a copy of Polk State's Florida State Tuition Waiver Guidelines.
☐ I submitted the State Employee Tuition Waiver Program – Intent to Apply form. Date ________________

☐ FOUNDATION SCHOLARSHIPS [More...16]
☐ I submitted my application for a Foundation scholarship. Date __________________________
☐ I responded to all Foundation requests for additional information and sent them a thank-you.
   Date __________________________

☐ EAGLECHOICE CARD [More...23]
☐ I activated my EagleChoice card. (Be careful not to discard or misplace card) Date ________________

☐ TUITION PAYMENT PLAN [More...24]
☐ I applied for the Tuition Payment Plan. Date __________________________

☐ OTHER BENEFITS
☐ I qualify for the following additional benefits:
____________________________________________________________________________________
☐ NOTES: _______________________________________________________________________________
☐ NOTES: _______________________________________________________________________________
☐ COMPLETE TESTING AND PLACEMENT REQUIREMENTS

☐ I read the placement and testing information on my admission letter.

☐ Need to take a placement assessment? [More…18]

☐ NO?
  • I fall into the exempt category [More… 18] You may choose to take the PERT with no obligation or cost. Follow instructions under “yes” below.
  • Met requirement through (ACT, SAT, HS PERT, OTHER)
  • How met ____________________________
  • Date Scores Ordered ____________________________
  • I checked PASSPORT and the scores are or are not entered. (If scores aren’t entered one week after ordered, contact registrar@polk.edu)
  • NOTES: ____________________________________________

☐ YES?
  • Use the placement testing ticket at the end of your admission letter.
  • Go to TLCC for testing during open hours. [More…46]
  • Test Date Planned__________________________ Time__________________
  • Read what you are to bring and not to bring for test. [More…18]
  • NOTES: ____________________________________________

☐ Keep a copy of test scores with your Admission Guide. Write your scores on the Choosing English and Mathematics worksheet (Page 47)
  • NOTES: ____________________________________________
  • NOTES: ____________________________________________
□ I AM SCHEDULED FOR ORIENTATION ON ___________________ OR

Bring:
☐ Admission letter
☐ Admission Guide
☐ Placement assessment results
☐ Copy of all postsecondary transcripts
☐ List of questions
☐ I have taken Orientation ONLINE on ________________________.

□ PROGRAM CHOICE
☐ I selected a program and know how to read the degree audit.
☐ Veterans: an academic advisor assisted me in selecting an approved program.
   My program is ________________________________________
☐ The Veterans’ Services Office confirmed my program is approved.

□ REGISTER FOR CLASSES
☐ As a financial aid student, I have checked and I know my classes are required as part of my program.
☐ I know what classes to register for, or I registered in Orientation.
☐ I know my fees due date. Due Date: __________________________
☐ My English/Math choices are: ______ Math ______ English or ______ Writing and ______ Reading.
   (Add SLS1101 if two or more are developmental) (See Choosing English and Mathematics... 47)

□ BOOKSTORE
☐ I know what books to buy.
☐ I know how financial aid will pay for my books.
☐ I know the bookstore return policy.
☐ I know to read my syllabus the first day of class to ensure my books and materials list is correct.

□ PASSPORT
☐ I know how to navigate PASSPORT.
☐ I know how to access my.polk.edu my e-mail.
☐ I know the College will communicate official information with me through PASSPORT and my polk.edu e-mail.

□ STUDENT ID
☐ I have obtained my Polk State Student ID.

CONGRATULATIONS!
You Soar, Eagle!
**STEP I: COMPLETE FREE APPLICATION AT POLK.EDU**

1. **GATHER YOUR INFORMATION:**
   1. Primary e-mail address ________________________________
   2. Residency information: (If you write this information, be sure to shred this page when done.)
      (Go to Residency FAQ for more information.)
      a. Your or your parent's* driver's license # ________________________________
      b. Your or your parent's* voter registration # ________________________________
      c. Your or your parent's* vehicle registration # ________________________________
         *If under the age of 24
   3. Know the term you plan to start. The academic calendar is in this guide or at polk.edu.
   4. Know on which campus you will be taking most of your classes. (You can take classes on any campus, but use one as your “home” campus.)
   5. Social security number. (Do not guess. If wrong, you will have problems later, especially with financial Aid.)
   6. Contact information.
   7. Citizenship information.
   8. Immigration information if you are not a U.S. citizen.
   10. Emergency contact person with address and phone information.
   11. High school name and graduation date or GED date.
   12. A program of interest. Programs are listed in the online application and found at polk.edu under academics or in the catalog/student handbook. (More... 34)
   13. Information about criminal background or disciplinary issues at other schools. After you enter this information, you must make an appointment with the Student Services Dean on your campus.

2. **SUBMIT YOUR APPLICATION**
   1. Go to polk.edu
   2. Click on the Admission and Aid tab at the top, then click on the Apply Online link on the right side of the page.
   3. Read the instructions before you begin.

*SPECIAL INSTRUCTIONS FOR THE FOLLOWING STUDENT TYPES:
RETURNING STUDENT

If you attended Polk State College in the past and it has been more than one year since you attended,
- Complete an application online using the Readmit section.
- Log in using your social security number (no dashes) and your 2-digit month and 2-digit year of birth. Doesn't work? Contact the Information Desk at 863-297-1000.
- Read your admission letter sent to your primary and polk.edu e-mail addresses when you complete the application.
- Follow the instructions in the admission letter.

I COMPLETED MY ONLINE APPLICATION, NOW WHAT?
- Follow the steps in this Guide.
- After you complete the admission requirements, you are accepted.
- Read the admission letter sent to your polk.edu e-mail address and primary e-mail address you entered when you applied. (You can also find this and all Polk State College communication in PASSPORT.)
- Store your Polk ID and PIN in a safe place, such as your phone.
GENERAL ADMISSION QUESTIONS

• **If I applied to one campus, can I take classes at other campuses?**
  YES. Your application is to Polk State College. You can take classes at any Polk State campus or center.

• **I am having technical difficulties completing my application.**
  Call 863-297-1000. We will help you.

• **I have a criminal history or a discipline action from another college. What do I do?**
  - Call 863-297-1000 and ask for the Student Services Dean.
  - E-mail the Student Services Dean on your home campus for instructions at:
    advising@polk.edu

• **My name has changed since I last attended. What do I do?**
  Name changes must be submitted to the Admission and Registrar’s office using a Vital Statistics form
  with official proof such as a driver’s license. Find the form at www.polk.edu/Admission-Aid
STEP 2: SUBMIT YOUR OFFICIAL TRANSCRIPTS

What is an official transcript?
An official transcript is sent directly from the sending institution to Polk State College's main address. (Address found on Page 46)
It is sealed and unopened.
If you hand carry an official transcript from an institution, Polk State College will not accept it if you have opened it.

How do I order a transcript to be sent to Polk State College?
Each high school or college has its own transcript ordering procedure. Contact the school you previously attended and request a transcript be sent to Polk State College. Many transcripts from Florida high schools, colleges, and universities are sent through an electronic transmission service. Check your name, SSN, and DOB to ensure both schools have the same information. If names/numbers don't match, your electronic transcripts will not post to your Polk State record. Check your PASSPORT account 5-7 school days after applying to see if your Florida Public High School transcript arrived.

Polk State College also accepts the following:
• Secure PDF – send to transcripts@polk.edu
• Mail – send to the Admission and Registrar's office at the College's main address. (Address found on Page 46)

Is there a deadline to submit transcripts?
COLLEGE
• All postsecondary transcripts must be submitted six weeks prior to the start of the term to ensure receipt and evaluation of past coursework by the start of the term.
• If you miss this deadline, you can still register for courses if you bring your unofficial transcripts with you to Polk State advising visits or orientation. But you can't register the next term if transcripts are still not received when registration starts.

Important Notes about Late Transcripts:
• An official transcript is required before financial aid will be applied to any term.
• Bachelor-degree students can't register for upper-level courses without official transcripts being received prior to the start of the term.

HIGH SCHOOL
• Your high school graduation must be posted on your high school transcript.
• Contact your high school to request a transcript. (If you attended a Florida Public High School, check your PASSPORT account. Your School may have already sent it.)
• Check PASSPORT 5-7 days after you have applied to ensure it has arrived.
• Contact your high school again if it has not arrived within two weeks.
• If you want to exercise your exemption to developmental English and mathematics, based on high school dates of attendance, your official transcript is required.

What do home schoolers submit?
The home-school teacher, usually the parent, must submit a signed and notarized affidavit. This affidavit can be downloaded at polk.edu/Admission-Aid.
**STEP 2: SUBMIT YOUR OFFICIAL TRANSCRIPTS (CON’T)**

**How do I get a transcript for my GED?**

- If you took your GED after February 1, 2014 you received a secure electronic PDF document delivered to your email that contains your Smart Transcript and diploma. This email was sent from the state to you at the email address you provided when you signed up for MyGED. Forward this email containing both your Smart Transcript and diploma to transcripts@polk.edu.
- If you earned your GED Credential prior to 2014, contact the state at 850 245-0449 for instructions.
- If your GED is from out of state, contact your state’s Department of Education.

**Will you accept my high school diploma?**

- Diplomas are not official documents. A transcript reflecting your graduation is required.
- A transcript from a public high school in any state is accepted.
- A GED from any state public school system or school-system testing provider is accepted.
- A transcript from a private high school will need to be evaluated.
- High school transcript acceptance for admission does not mean acceptance for athletic purposes.

Your high school transcript will not be accepted if:

- You paid a fee and received a diploma.
- You paid a fee and took an exam and received a diploma that is not an official GED.

**How do I know if my transcripts have been received?**

- Go online to polk.edu.
- Log in to PASSPORT.
- Select Records> Display Transcripts Received.

Received transcripts show date received and date evaluated. If you ordered your transcript less than six weeks from the beginning of the term or you want to register and your transcript is not yet evaluated, you may use an unofficial transcript from your other colleges to register your first term at Polk State College. Bring this with you to Orientation.

**My ordered transcripts have not arrived. What do I do?**

If you ordered a transcript more than two weeks ago but it doesn’t show as received in PASSPORT, contact your sending institution. If it was sent, get the date and a contact name and number from the sending institution. E-mail Transcript Services at transcripts@polk.edu with this information so we can research it for you. Include your contact information when you e-mail us.

**I have a transcript hold. What does that mean?**

A transcript hold prevents you from registering a second term and remains on your record until transcripts are received. When your transcript arrives, the hold is removed.

**Do I have to provide all transcripts? Some are really old or not accredited.**

All transcripts from postsecondary institutions that offer college credit are required, regardless of age or accreditation.

**How long does it take to get my transcripts evaluated?**

If you submit your transcripts six weeks prior to the beginning of the term, your evaluations are completed by the first day of the term. If you submit them after that, your evaluations are completed prior to the next registration period. We evaluate transcripts on a first-come, first-served basis. Credits earned through non-traditional sources may take longer.
**PAYING FOR COLLEGE**

*How do I pay for college?*

a. Apply for federal financial aid.

b. Plan ahead: apply for a Polk State Foundation scholarship February 1 through March 15 each year. More scholarship information is at polk.edu on the Foundation webpage.

c. Use Polk State's Tuition Payment Plan through the Business Office. More information is available under Q&A for the Business Office.

d. Check with your employer or your parents' employers for scholarship programs they may offer.

e. Visit the polk.edu Financial Services webpage for information about Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct Plus Loans. Some private loans are also available. For more information, go to the polk.edu Financial Services webpage.

**APPLICATION FOR FINANCIAL AID**

*Our guarantee to you:*

If you complete the FAFSA and submit all required documents and transcripts by the deadline and your submission is complete, we promise your application for aid will be reviewed before you start class.

We can’t guarantee financial aid, but we can promise that you’ll know where you stand!

**Important Deadlines: To ensure your financial aid is processed by the first day of class, you must have all requested documents turned in by the following dates:**

- **Fall** ................. July 21, 2014
- **Spring** ............... December 1, 2014
- **Summer** ............. April 27, 2015

*Important Note: Payment for classes may be due before your financial aid is applied. So, it is highly recommended you complete your FAFSA and submit all required documents well before this deadline to ensure your aid is processed in time to pay by your tuition and fees due date.*

*How do I complete the FAFSA?*

1. Gather your information.
   a. Prior year's W-2 forms
   b. Federal income tax returns (or estimates)
   c. Bank statements
   d. Your alien registration number (if you are an eligible non-citizen)
   e. Your Federal Student Aid PIN. (You must request a pin at pin.ed.gov before you complete the FAFSA)
      Your pin is required as your electronic signature. (Your parent must request the pin if you are dependent)
   f. Your parent's information if you're a dependent student.
   g. Polk State College's Code number – 001514

2. Go to fafsa.ed.gov to complete the application.
How long will it take to receive notifications from the Department of Education about your FAFSA?

After submitting your FAFSA, it can take up to:

- By e-mail: 3 to 5 days
- By mail: 7 to 10 days

After you receive your information, check your PASSPORT and Polk State email for instructions if further information is needed. **It is your responsibility to check your Polk State e-mail account regularly for important updates.** For disbursement days, see the college calendar in this Guide.

I just completed my FAFSA, but classes start in less than four weeks. What now?

Be prepared to pay for your tuition, fees, and books out-of-pocket. Consider the Tuition Payment Plan. When your application is processed, and if you are eligible, and receive an award, and you can adjust your Tuition Payment Plan. See Business Services Q&A for more information.

The FAFSA asks for my parents’ information, if I am dependent. How do I know if I am independent?

You’re independent if you fit one of the following categories:

- Born before January 1, 1991
- Married
- Working on a master’s or doctorate program
- Serving on active duty in the U.S. Armed Forces
- Veteran of the U.S. Armed Forces
- Have children and provide more than half of their support
- Both of your parents were deceased since you turned 13
- Were in foster care since turning age 13
- Have dependents (other than children or spouse) who live with you and you provide more than half of their support
- Were a dependent or ward of the court since turning age 13
- Currently are or were an emancipated minor
- Currently are or were in legal guardianship
- Currently are homeless or at risk of being homeless

If you’re NOT in one of these categories and feel you should qualify as independent, contact Student Financial Services at 863-297-1004 or financialaid@polk.edu.

The FAFSA is based on last year’s income, but I have drastically different financial circumstances this year.

If you or your parents have experienced a significant difference in income, or have paid unusually large medical expenses this year, meet with a Student Financial Services advisor. You may be asked to provide detailed documentation to receive special consideration for a professional judgement about your circumstances. Contact Financial Services at 863-297-1004 or financialaid@polk.edu.

Can I get help completing the FAFSA?

Workshops are regularly scheduled on the Winter Haven, JDA-Lake Wales and Lakeland campuses. Go to the Student Financial Services webpage at polk.edu. Workshop information is posted on boards in Student Services’ offices. Assistance is also available through fafsa.ed.gov and in the Student Financial Services office.

What is Satisfaction Academic Progress (SAP)?

SAP is a set of criteria that the federal government requires a student to meet in order to continue receiving aid. Criteria are GPA, completion ratio and other similar standards. See more at polk.edu/admission-aid.
TYPES OF FINANCIAL AID

Pell Grants

What is a Pell Grant?
The Federal Pell Grant program provides need-based grants to low-income undergraduate students who have not yet earned a bachelor’s or professional degree. You may use your Pell Grant at Polk State College.

How do I apply for a Pell Grant?
Complete a Free Application for Federal Student Aid (FAFSA) online at fafsa.ed.gov.

What if I’m transferring in from another college?
You’ll need to log on to fafsa.ed.gov and update your school code to reflect Polk State College’s school code: 001514. To receive Financial Aid, all required documentation must be on file with Polk State College; this includes transcripts from all colleges. Even though you may be able to take classes at Polk State College if your transcripts aren’t on file, you will not receive Financial Aid awards until transcripts are received and evaluated.

How much money will I get from the Pell Grant?
You can review your estimated annual award, based on your expected family contribution (EFC) and enrollment status, using our online Pell Grant Calculator on the Financial Services webpage at polk.edu. Your EFC is stated on your Student Aid Report (SAR) at fafsa.ed.gov. All Aid is initially offered at the full-time rate.

How many credits must I take to receive the Pell Grant?
It will depend on your Estimated Family Contribution (EFC). Some students receive Pell Grants while enrolled in less than 6 credits while others must register full time. Your award letter will state your specific eligibility and requirements. Contact Student Financial Services for further information at 863-297-1004 or email financialaid@polk.edu.

I received a PELL Grant. When do I get my balance?
Your refund depends on the session you are enrolled in, type of program such as clock or credit hour, and the dates of drop and add. These dates are listed in the college calendar in this Guide. You’ll also receive regular e-mail and PASSPORT updates from Financial Aid notifying you of the status of your award.

Loans

Does the College offer short term loans?
No. But we offer Federal Stafford loans.

What is a federal loan?
A loan is money borrowed that must be paid back with interest. If your grant/scholarship awards don’t cover your educational expenses, a low-interest federal loan is an option. There are two basic types of direct loans: subsidized and unsubsidized. For more information regarding the Direct Loan Program, please visit studentloans.gov.

How do I get a loan?
You must complete the Free Application for Federal Student Aid (FAFSA) found online at fafsa.ed.gov. The award letter you receive will let you know if you qualify for a loan. You must also complete a Polk State Request for Loan Award form, a master promissory note, and have an entrance counseling session. Go to studentloans.gov and complete the master promissory note, complete the required counseling and then submit your loan request form to Student Financial Services at Polk State.
**Bright Futures**

**How do I apply for Bright Futures?**
Applications for Bright Futures are handled at the high school. Please contact your high school counselor for further information. Also, Bright Future students will be responsible for the difference in the Bright Future award and the cost of tuition and fees, which must be paid by the student’s due date. Your award will show on the Financial Aid Recipient History screen of your application at floridastudentfinancialaid.org.

**Do Bright Futures students have to complete a FAFSA?**
No. A FAFSA no longer needs to be completed every year. Polk State College must be listed as one of the school the student plans to attend if a FAFSA is completed.

**Where do I find Bright Futures award amounts for the current academic year?**
See the current established award amount per credit hour on the Bright Futures website at floridastudentfinancialaid.org.

**Do Bright Futures recipients have to repay the cost for courses withdrawn from at Polk State College?**
Yes. Repayment for the cost of withdrawn courses is required to renew a Bright Futures award at the end of the spring term for a subsequent academic year. You won’t be able to renew your Bright Futures award until repayment or an arrangement to reimburse is made.

**Do I have to be a full-time student to receive Bright Futures?**
You aren’t required to enroll full time to receive Bright Futures funding. Part-time students must enroll in a minimum of 6 semester hours per term (or the equivalent). Part-time students must earn the required number of hours for which they were funded. For more information, go to the Student Financial Services webpage at www.polk.edu/admission-aid/financial-aid

**OTHER FORMS OF PAYMENT**

**Florida Pre-Paid - Cashier’s Office**
If you have Florida Pre-paid, go straight to the Cashier to use your benefits. You must bring the Florida matriculation identification card with you. The state of Florida mailed this card to you in your senior year of high school. For more information, go to myfloridaprepaid.com.

You do not need to see a Financial Aid advisor.

**Scholarships - Polk State Foundation Office**
Many scholarship opportunities are available for students through the Polk State College Foundation, Inc. The Foundation accepts applications for Foundation scholarships February 1 through March 15 of each year. Applications will be reviewed and rated by an independent committee, and notices will be e-mailed to all applicants no later than June 15 of each year. Award certificates will be available for high school graduation ceremonies in May of each year. The Foundation scholarships will be available for use the first fall term following the award process and subsequent terms until the scholarship is fully expended, expires, or terminates pursuant to donor requirements. Check the Foundation website at polk.edu for scholarship opportunities and application instructions.

**Institutional Scholarships - Student Financial Services**
There are also Polk State College Institutional Scholarships offered to students based on need, merit, and public service. Check the Student Financial Services website for private scholarship announcements.

**Other - Admission and Registrar’s Office**

**Do I qualify for a state exemption of fees?**
The state of Florida offers a variety of tuition and fee exemptions to persons who have experienced extraordinary challenges in their lives. Each exemption has specific criteria. The Admission Office can help you determine if you qualify.
Some common exemptions:
- Students adopted from the Florida Department of Children and Families (DCF) after May 5, 1997
- Students who at 18 are/were in the custody of the Florida Department of Children and Families (DCF)
- Recipients of the Purple Heart (See Veterans Section: Page 31)
- The spouse of a deceased state employee
- Persons found to be wrongfully incarcerated
- Children of fallen law enforcement officers

For all state exemptions, see the following Florida Statutes (1009.25, 1009.26, 961.061, 288.8175, and 112.19).

How do I use my state employee education benefit?

Complete and submit the State Employee Tuition Waiver Program – Intent to Apply form which is available through your employer. Read and understand the guidelines for using your benefit at Polk State College. You may register anytime with an advisor or online.

Write to registrar@polk.edu to request a copy of Florida State Tuition Waiver Guidelines at Polk State College.

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FINANCIAL AID AND CLASS ATTENDANCE

**What if I can’t attend my classes or need to withdraw?**

You can add classes until the first day of class or drop classes during the Drop period without consequence. Federal financial aid programs require you to “earn” your aid by attending classes. If you withdraw from classes, your aid “earned” will be adjusted. If you are reported as never attended by the professor, you will be dropped and your aid adjusted with a refund to your High One Card based on your full-time/part-time status change or schedule change. The Never Attend reporting period is within 10 calendar days from the start of the term. Talk to a Student Financial Services advisor at Polk State before making any changes.

Don't simply stop going to class without submitting an official withdrawal! You could be required to pay back all financial aid!

FINANCIAL AID AND PURCHASING BOOKS

**Can I purchase books using financial aid money?**

If your financial aid award covers books, you can charge your books by presenting your Polk State College ID card to Follett bookstore during the charge period before each term. See the college calendar for these dates.

UNUSED FINANCIAL AID REFUNDS

**When will I receive my money?**

Refunds are processed through your EagleChoice card about 14 days after the last Drop/Add day each term (after tuition, fees, and books are paid). See the college calendar in this guide for refund dates. EagleChoice refunds for late awards are processed weekly.

Be Aware!

If you fail to attend during the first 10 days of class and the professor reports you; you will be dropped from your classes and your financial aid for the dropped class will be refunded. If your full-time/part-time status changes, your award will be adjusted as well.
STEP 4: COMPLETE TESTING AND PLACEMENT REQUIREMENTS

**What must I do to take the placement test?**

- Complete an admission application online.
- Print your admission letter. The test ticket is on the letter. You must present it when you take the test.
- Go to Lakeland, Winter Haven, or JDA-Lake Wales campuses during testing hours. (See page 46 for locations)
- Bring a photo ID when you take the test.
- You cannot have a cell phone with you in the testing room.
- Everything you need to take the test will be provided.
- Practice. Go to Polk.edu/Admission-Aid and follow links to take practice test.

**Where is the testing center on campus?**

- **Winter Haven:** WLR building, 2nd floor (in the TLCC - Testing Center WLR201)
- **Lakeland:** LTB building, 1st floor until 2:30 p.m. (in Student Services)
  LLC building, 1st floor after 2:30 p.m. and on Saturdays (in the TLCC)
- **Lake Wales:** Success Center in the back of the building

  If you cannot take the placement test locally, visit your local state college to take the PERT. If you are out of state, visit a local college to take the Accuplacer.

**Do I have to take the placement test? (P.E.R.T.)**

If you fit in one of the categories below, you do not have to take the placement test. Otherwise, you are required to take it. All test scores must be from within the last two years.

You don’t need to take the placement test if:

- You are exempt. Polk State highly recommends that you take the placement test which is not a pass/fail test but inventory of your skills in mathematics, reading and writing. There is no charge and regardless of your scores you are not obligated to take developmental courses unless you choose to. Exempt individuals are:
  A. Active duty military persons
  B. Graduates who began a Florida high school in 2003-4 or later and graduated from a Florida high school with a standard high school diploma.

- You are a high school graduate with ACT or SAT scores at the college-level cutoff. Order official copies to be sent directly to Polk State. (See page 38)

<table>
<thead>
<tr>
<th>ACT Reading – 18</th>
<th>ACT Reading – 18</th>
<th>ACT Math – 19</th>
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<tbody>
<tr>
<td>SAT Critical Reading – 440</td>
<td>SAT Critical Reading – 440</td>
<td>SAT Math – 460</td>
</tr>
</tbody>
</table>

- You are a high school graduate who successfully completed one or more college-readiness courses in math and reading as part of your high school curriculum, and your FCAT scores meet the college-level cutoff.

  **Reading:** 262 Level 4/5  **Math:** 437 Level 5

- You are a transfer student who completed the developmental course sequence in math and English at another Florida postsecondary school, or you took at least one college-level English and one college-level math with a 2.00 GPA in each class. Bring your unofficial transcript to Orientation.

- You are a high school graduate or transfer student with P.E.R.T. placement scores less than two years old. Provide official copies to the Admission and Registrar's Office before Orientation and bring these scores with you to Orientation or have them with you when you take online orientation.

**Can I use the student copy of test scores or a print-out from the website?**

Official copies are required. You can use unofficial copies to register at Orientation. You'll have a hold on your record until you provide official copies, and you won't be able to register for subsequent terms until official test scores are submitted.
How do I get my official ACT or SAT test scores to Polk State?
- See how to order on page 38.
- Polk State College FICE code: 001514.
- ACT: actstudent.org. ACT ID number: 007570.

Can I use placement scores taken at another college?
- Contact the test center where you took the test for instructions on ordering official scores.
- The placement score report has to be official.
- Test scores must be less than two years old.

Can I retake the placement test?
- Each college attempt must be at least 30 days apart and before you begin developmental classes in the area you are retaking.
- You must demonstrate you have remediated.
- See an advisor to know which portions of the test you may retake and to obtain a retake testing ticket.

Do I have to pay for the placement test?
If you have applied to Polk State College or are a current student, then you do not have to pay for the test.

I forgot my testing ticket from my admission letter; what do I do?
Go to the Admission and Registrar's Office or reprint your admission letter from any Student Services computer.

What do I do when I finish taking the placement test?
- Keep a copy of your test scores.
- Go to Orientation where you will register for classes.
- See an advisor with any questions.

How do I order test scores for ACT, SAT and others? (Go to page 38-40 for ordering details)
**STEP 5: ATTEND ORIENTATION AND REGISTER FOR CLASSES**

*How do I register for classes?*

*Attend Orientation.* An advisor will help you register and you’ll learn to use PASSPORT.

*You may also take Orientation online.*

*Do I have to attend Orientation? If so, when is it?*

- All new Polk State College students must attend Orientation.
- Take placement tests before attending.
- Schedule Orientation by calling 863-297-1000.
- Orientations are held throughout the week before and during registration periods or can be taken online 24/7 at Polk.edu/admission-aid/orientation.
- You may attend more than once.

*What do I bring to Orientation or when I see an advisor?*

You don’t need to see an advisor before Orientation (unless you need a retake testing ticket). You’ll see an advisor at in-person Orientation. Bring, or have available to you for online orientation, any of the following that apply to you.

- Admission letter
- Admission Guide
- Placement test results
- Copy of all post-secondary transcripts
- List of questions

*Do I have to make an appointment to see an advisor?*

No appointment is necessary. See an advisor at any campus or center during service hours. Before visiting an advisor, do the following:

- Log in to PASSPORT, print your degree audit, and bring it with you.
- At the advising office, sign in on a computerized wait list.
- Be prepared to wait, especially during peak registration periods: the first two weeks of registration, and three weeks before classes start.

*When is the last day I can register?*

- Check the dates on the college calendar in this guide or check the calendar online at polk.edu.

The add deadline is **before** the class starts. You can add a class through online registration in any session of a term until 7:00 a.m. the first day of the term. To add a class that has not yet started after that, you must see an advisor. *Online and hybrid courses cannot be added after 7:00 a.m. on the first day of a session in a term.*

The drop deadline is generally one week from the first day of the session in a term.

*I attended Orientation and want to register myself. What do I do?*

- Go to polk.edu
- Click on PASSPORT
- Enter your Student ID and PIN
- Check your degree audit; from the menu bar, click Advising>Display Degree Audit. Course requirements that are met have an (X) next to them. You can register for classes on any campus or center, but be aware of the driving distances between campuses.
- Select the Drop/Add classes icon under the Quick Links
BOOKSTORE

I have a Pell grant to buy books. What do I do?
- Pell grant funds are placed in an account under your name at the Follett bookstore on campus.
- The dates funds are available are listed in the college calendar in this guide or on the website at polk.edu.
- To purchase textbooks with Pell funds, you must have a photo ID with your name on it.

Can I use my parent’s credit card at the bookstore?
The person signing the credit card receipt must be the person named on the card.

What forms of payment are accepted?
- All major credit cards are accepted.
- Personal checks are accepted. The person signing the check must be present and have a government-issued photo ID. Pre-signed checks are not accepted.
- The EagleChoice card is accepted after the funds have been released to the card. You will receive an e-mail from Polk State when these funds are released.

Do I need my schedule to buy or sell back books?
The bookstore doesn't require a schedule to sell back textbooks, but you must have a government-issued photo ID to do so. Class schedules are needed when purchasing textbooks because different textbooks are used by certain instructors and campuses. Check the college class schedule and follow links to efollett.com to see textbook information.

Can I buy my textbooks online?
- Financial Aid does not cover the purchase of books online.
- If you are not using Financial Aid to purchase books, go to efollett.com.
- Books can be shipped to your home or picked up at the bookstore.

I changed classes and already bought books for the classes I dropped. Can I get a refund?
- For full refund, the original receipt is required.
- In order to qualify for a refund, your books must be unopened and in the original packaging.
- During the Drop period of the semester, the return policy is extended beyond the usual two business days to a week after the first day of class.

Can I rent textbooks?
Yes. Contact the bookstore for more information.

BUSINESS OFFICE

What is the cost to attend Polk State College?
The current tuition and fee rates can be found on the website at polk.edu.

When is my tuition due and how do I pay?
- Payment due dates are listed in the Schedule section or in My Financial Summary in PASSPORT.
- You may pay online, in person, or by mail.

I dropped a class or classes. When will I get my refund?
- Refunds are processed within 21 business days of the first day of class.
- Refunds associated with the Tuition Payment Plan are disbursed within 45 business days after the first day of class.
HIgher One and the EagleChoice Card

What are Higher One and EagleChoice Card?

Polk State College uses the financial services of Higher One to manage student refunds and financial aid. EagleChoice is the debit card Higher One issues to students to disperse funds. Your EagleChoice card and activation information will arrive by mail. You’ll also select a preference for how funds should be disbursed: onto the EagleChoice debit card or by automatic deposit to an existing account.

I should have a refund or a financial aid disbursement. Where is it?

- All refunds/financial aid are electronically deposited to your EagleChoice card or the account you designated when you activated your card.
- You can find your refund status by logging on to eaglechoicecard.com or in PASSPORT under My Financials.

I did not receive an EagleChoice Card. What do I do?

- Contact the Lakeland Cashier’s office by phone at 863 297-1000, ext. 6146 or by e-mail at LKCashier@polk.edu to request a replacement card.
- Include your student ID, your name, and your verified address and contact information in your e-mail.
- You will be asked to verify your address and make any corrections prior to a card being issued.
- The first card is free, but you may have to pay for a replacement card.

How long does it take to receive an EagleChoice Card?

Most cards are received within 14 business days of the date a card was requested. Cards are automatically ordered based on the student’s first financial transaction which is considered a request.

I am having trouble activating my EagleChoice Card. What do I do?

Go to eaglechoicecard.higheroneaccount.com and click on the Easy Help logo at the bottom of the page. You will find other helpful tips at Easy Help.

Do I need to have an EagleChoice Card?

Yes, this is how all refunds/financial aid are distributed. You have to activate the card to choose to have funds deposited into an existing bank account.

How do I get cash from my EagleChoice card?

The Winter Haven campus Higher One ATM is located in the WLR building, 2nd floor corridor and the Lakeland campus Higher One ATM is located in the TLCC. Cash withdrawals are at no charge for EagleChoice cards.
TUITION PAYMENT PLAN

What is the Tuition Payment Plan?

- Polk State College uses the vendor NelNet Business Solutions to offer a tuition payment plan to students.
- NelNet sets the short enrollment period in which you may use the payment plan each term.
- The enrollment period dates can be found at polk.edu on the Tuition Payment Plan web page.
- The Tuition Payment Plan can cover tuition and fees, but it doesn’t cover textbooks.

Can I enroll in the Tuition Payment Plan for FASTRACK classes?

Yes, if you enroll for your entire schedule, including FASTRACK, when the plan is open for enrollment.

I am enrolled in the Tuition Payment Plan, and I made a change to my schedule. What do I do?*

- Your plan balance will not automatically update if your financial aid is received or you drop or add classes.
- Review your agreement online at mypaymentplan.com.
- Contact NelNet to change your agreement at 800-609-8056.
- Have your agreement number ready when calling.
- Your agreement number is on the confirmation page you received when you signed up. NelNet also sent it to the e-mail address you gave them.

I am enrolled in the Tuition Payment Plan and dropped a class or classes. Where is my refund?

- NelNet refunds are made within 30-45 business days after the drop day of the term.
- Refunds are disbursed to your EagleChoice card based on your specified preferences.

My financial aid has come in, but the Tuition Payment Plan is still taking payments out. What do I do?*

- When you receive your financial aid, contact NelNet at 1-800-609-8056 and let them know that you need to cancel your agreement.
- Have your agreement number when you call.
- Your agreement number is on the confirmation page you received when you signed up. NelNet also sent it to the e-mail address you gave them.

I can’t pay 100% of my tuition. Can I make a partial payment to Polk State College?

No, we’re unable to accept partial payments. Use the Tuition Payment Plan.

Can I get an extension on my fee payment due date?

No, Polk State College policy does not issue fee-payment extensions.

Steps to Enroll in the Tuition Payment Plan

A. You must be enrolled in classes first.
B. Log into PASSPORT.
C. Click on Tuition Payment Plan from the My Financials menu or select Tuition Payment Plan when choosing a payment method.
D. A new plan is required each term.
E. The earlier you sign up the more options you have and the lower your enrollment fee and down payment.
F. You cannot add existing Polk State debt to your plan.
G. An active email is required and a method of payment for your down payment.
H. The enrollment fee is non-refundable.
I. If payment and fees are not kept current, you may be dropped from your tuition payment plan and you will owe the entire tuition and fees to the college. You will receive a refund of all payments minus non-refundable fees from Nelnet in 30-45 days.

* Dates, deadlines, refunds, and cancellations are set by NelNet.
DUAL ENROLLMENT

What is a dual enrollment student?
The Dual Enrollment program allows academically-talented high school students to take college classes while still in high school, with free-to-the-student tuition and fees. It includes two categories of students:

Dual Enrollment Student:
- High school sophomore, junior, or senior with a 3.0 or higher unweighted GPA
- Has met the minimum scores on a state-approved college placement test

Early Admission Student:
- High school senior with a minimum 3.2 unweighted GPA who has earned a B or better in an Algebra II or higher math class
- Has passed all sections of the FCAT
- Has earned a minimum of 18 high school credits
- Has passed all sections of a state-approved college placement test

Go to the Dual Enrollment page at polk.edu for details and step-by-step instructions.

Where do I start?
Public School:
- Attend an Admission event on your high school campus to complete the application for admission online. Check with your guidance counselor for the date of the next event.
- Take a placement test. You may take one at your high school or on the college campus. Scores must be no older than two years.
- Take your placement test scores to your high school counselor who will approve the courses you will be taking.
- Complete the Dual Enrollment High School Approval form found on the Dual Enrollment page under Admission and Aid at polk.edu. Take the completed form with you to see the high school counselor.
- Your high school counselor will complete the Counselor Section of the Approval form and enter approved courses into the Polk County Dual Enrollment portal.
- Attend a Registration event to register for classes or go to the college and register with an academic advisor. You must have your completed Dual Enrollment High School Approval form with you to register including the high school counselor’s signature.

Florida Virtual School:
- Take a placement test. You may take one at your high school or on the college campus. Scores must be no older than two years. Submit your placement test scores to dualenrollment@polk.edu.
- Complete and submit the Dual Enrollment High School Approval form. We will register you for the approved classes. In all communication to Polk State advising, put the following information in the subject line of the e-mail: FLVS: Your Name.

Private School:
- Take a placement test. You may take one at your high school or on the college campus. Scores must be no older than two years
- Take your placement test scores to your high school counselor to select classes to be taken.
- Complete the Dual Enrollment High School Approval form.
- Bring the completed approval form to Polk State College and register with an academic advisor.
Home School:
- Take the placement test at any Polk State College campus or center. Scores must be no older than two years.
- The parent responsible for your home education signs the Dual Enrollment High School Approval form.
- Visit a Polk State College Dual Enrollment Coordinator. Your parent and the Dual Enrollment Coordinator will work together with you to help you select classes that meet both high school and college requirements.

How do I register for classes after my high school counselor approves them?
Register in person. You may not register or make schedule additions in PASSPORT. If you drop a class, you must report this to your high school guidance counselor. Your class schedule will be available in PASSPORT.

Dual enrollment students are not required to attend the College's Orientation but are welcome. After you graduate high school and continue your degree at Polk State, you will attend Orientation.

After I register, what do I do?
Take your Polk State College class schedule back to your high school counselor. You may request an adjustment to your high school schedule at this time, if necessary, with your high school counselor.

How do I get my textbooks?
Public School:
Your originating High School is responsible for giving you instructions on how to purchase books. Do not purchase books at the Bookstore unless you have been instructed to do so by your high school. See your High School Counselor for details.

Private School and Home School:
You will purchase your own textbooks and supplies required for classes. Contact the college bookstore once you are registered.

EDUCATOR PREPARATION INSTITUTE (EPI)

Where do I get information about enrolling in the EPI program?
Visit the Educator Preparation Institute website at polk.edu/epi for information. Complete the Entrance Interview Questionnaire and submit it to the EPI office. You will receive a reply email with several attached documents letting you know if you are accepted and how to get started successfully.

I attended Polk State College in the past; do I need to apply again?
Yes, if it has been more than one year, you will need to update your information and change your program code to F9025. You should go to www.polk.edu and click on the “Admission & Aid” link. Choose the “Apply Online” link, and you will see the Application login. If you attended Polk State in the past, choose the third box for Readmission. If you do not know your login or PIN, click the link at the bottom to retrieve this information. For further information on Admission go to Step One in this guide.

I have a criminal history. Will this prevent me from being eligible to teach?
Call Polk County School Board’s Safe School Department at 863-534-9253 for assistance.

Who is my Polk State College advisor?
Contact the EPI office for advising assistance at 863-298-6870. Do not contact a Polk State College advisor.

I have completed my online application; now what?
If you have completed the Educator Preparation Program Entrance Interview Questionnaire, been advised by an EPI staff member to complete the online application, and met all admission requirements, you will receive an email from the EPI office giving you all instructions for getting started. An admission letter from Student Services will be sent to the primary email address you gave us when you applied. You can also find this and all communication you receive from the College in PASSPORT.
**Is there a mandatory New Student Orientation for EPI?**

Yes, the New Student Orientation information is completed online. Once you submit the EPI Entrance Questionnaire and have been accepted into the program, you will receive the online New Student Orientation instructions via email.

**Since I already have a four-year degree, am I eligible for financial aid?**

EPI students who are eligible for the Pell grant must submit a SAP appeal and are subject to approval before being able to proceed with the financial aid process. Students are required to take 6 credits per session to receive the Pell grant. **Be advised you will HAVE to do this process EVERY term after grades are posted in order to receive aid.** If you have a question concerning the SAP form during the program, you may contact Student Financial Services at financialaid@polk.edu. Also, see the Financial Aid Step 3.

**INSTITUTIONAL E-MAIL**

**What is my Polk State College student e-mail address?**

Your e-mail address is listed on your admission letter. You can also log in to PASSPORT to see your e-mail address.

**How do I log in to my Polk State College student e-mail?**

In PASSPORT, under QUICK LINKS. Click on the Windows Live Portal. Your PIN is your Polk State College ID unless you changed it. You will find this in your admission letter and in PASSPORT. Type it in as follows:

- Capitalize first letter
- No dashes or spaces between letters
  - Example: A10000202

**Why can't I log in to my Polk State student e-mail?**

You are not entering your password correctly.

- You changed yet forgot your password. Call the Student Technical Help Desk at 863-298-6839 during regular college operating hours and ask for a password reset.
- If users of your computer use another Microsoft e-mail address, select the link on the bottom left of the screen titled “Log in using a different e-mail address.”
- The student technical helpdesk number is 863-298-6839. Operating hours are as follows:
  - Monday - Thursday: 8:00 a.m. - 9:00 p.m.
  - Friday: 8:00 a.m. - 5:00 p.m.
  - Saturday: 9:00 a.m. - 1:00 p.m.

The Student Technical Help Desk is closed during college holidays.

**My name has changed. How do I change my Polk State student e-mail address?**

Call 863-297-1000 during regular college operating hours. The information assistant will help you change your e-mail name after you provide proof of name change and have your official college records changed to your new name.
INTERNATIONAL STUDENTS

Who is an international student?
International students are individuals who hold an F-1 Visa and enter the United States specifically for the purpose of obtaining an education.

What are the admission deadlines for international students?
Fall Semester: May 15
Spring Semester: October 15

I applied online to Polk State College. What is next?
You must submit additional documents to the Admission Office. Go to the International Student page at polk.edu. E-mail registrar@polk.edu for additional help.

How do I get my foreign credentials evaluated?
All postsecondary foreign credentials must be evaluated through an evaluation service at the student's expense. Request a course-by-course evaluation report. No official transcripts are required by Polk State College; however, the evaluation service will require official transcripts. Polk State College requires the official evaluation report be sent directly from the evaluation service. The International Student webpage lists recommended evaluation services.

Submit high school credentials to the Assistant Registrar on your campus for evaluation. Most high school credentials can be evaluated by the Office of the Registrar. Your transcripts may be mailed in to the Admission and Registrar office, hand-delivered or sent by email to registrar@polk.edu. You will receive an email response within 72 hours of receipt of your transcripts if any additional evaluation is required and how to proceed. The mailing addresses of our international student advisors are located on the international student webpage.

How do I get an I-20 form?
1. Complete all of the admission requirements as outlined on the International Student webpage.
2. After you receive an acceptance letter with the I-20 form, go to fmjfee.com to pay the $200.00 SEVIS fee (You must have a completed and accurate I-20 form to complete this step.)
3. Print the Form I-901 payment coupon or I-901 payment receipt when you complete the form online.

How do I know if I need to take English as a Second Language classes?
If you do not meet any of the English proficiency criteria below, you will be given the Levels of English Proficiency (LOEP) exam when you take your placement test. The LOEP will be used to place you in the appropriate level of English or English as a Second Language classes. Polk State's English as a Second Language program is English for Academic Purposes (EAP).

The most common ways to prove English proficiency:
• TOEFL scores of 61 by Internet or 500 by paper
• Completion of an English as a Second Language program
• English language affidavit
• Five years of education in English instruction; documentation required

Can an international student be eligible for in-state fees?
Students on F-1 Visas are required to attend school full time (minimum of 12 credit hours per semester) and pay out-of-state tuition and fees during their entire enrollment at Polk State College.
MILITARY AND VETERANS

Is there a VA Representative at Polk State College?
Yes, the Veteran’s Representative can meet you on the Lakeland or Winter Haven campuses. Call 863-297-1000 and ask for the Veteran’s Representative. Visit Polk.edu/admission-aid/veteran-information.

How do I use GoArmyEd Tuition Assistance?
• Soldiers must request Tuition Assistance (TA) through www.GoArmyEd.com prior to the course start date or before the school’s late registration period.
• TA is requested on a course-by-course basis.
• GoArmyEd will notify the soldier whether the TA is approved or not. If the TA request is not approved, GoArmyEd will advise the soldier of the reason and next steps.
• All drops/withdrawals must take place through GoArmyEd. Soldiers who do not successfully complete a class will be required to repay the TA.
• The TA form should be printed and brought to the Accounts Receivable Office on the Winter Haven campus or fax to them at 863-297-1084.

I am receiving VA benefits and I need to change my schedule, what do I do?
Keep your Polk State College veterans’ representative informed of any and all changes in enrollment, course of study, and program objectives at all times. Drops, withdrawals, and changes in your program may affect your benefits and must be reported to the Veteran’s Administration and Polk State's veterans’ representative in Student Financial Services.

NON-DEGREE SEEKING STUDENTS

What is a non-degree seeking student?
A student who takes classes:
• for pleasure
• to maintain or obtain certification, such as teacher certification
• to meet admission requirements for a program at another institution or a limited admission program at Polk State

Can a non-degree seeking student get financial aid?
You must be seeking a valid degree at Polk State College or be admitted to a limited admission program to get most forms of financial aid. Under some circumstances, loans may be available through the Financial Aid office to pay for prerequisites to a limited admission program. See the Student Financial Services Office for more information.

Do I need to submit all of my transcripts to Polk State College?
Yes. See Step 2: Submit Your Official Transcripts.

How do I register?
Non-degree seeking students can register online through PASSPORT.
ONLINE CLASSES

What is an online class?
This type of class uses an online component instead of meeting in a traditional classroom. We use an online learning environment called PAL (Polk Access to Learning) hosted by Desire2Learn.

Important notes about online classes:
- Some classes are called hybrid. This means there are face-to-face meetings on campus in addition to the online component. Be sure you can attend.
- Some classes require testing on campus in the TLCC or approved testing center. Other classes offer remote proctoring at an additional expense. Be sure to read the syllabus by the first day of class. If the class requires on-campus testing but you can't come on campus, drop the course before the Drop deadline and speak to an advisor about other class options.

You can usually log in to an online class and view the syllabus a week before classes start (but the class does not start until the first day of classes). Be sure to log in no later than the first day of class.

Do I have to take exams at the campus listed on my schedule?
Some professors provide exams at multiple-campus locations, while others provide the exams only at the campus listed on your schedule. This information is on the course syllabus and varies by instructor.

Do I have to log in at a specific time for an online course?
Be sure to log in the first day of classes and complete the required online activity (i.e. introduction, discussion, quiz, and/or dropbox assignment) to avoid being dropped for non-attendance. You may log in any time of the day or night that is convenient. Once you've logged in, read your syllabus carefully and thoroughly for important dates and deadlines. Not all courses are the same; class schedules will vary.

Do I have to meet an attendance requirement for an online course?
Yes, just as face-to-face classes require attendance, there are required online activities that verify your attendance. You are required to upload assignments, post discussions, or e-mail the professor by stated deadlines. The syllabus explains the requirements for each course. You must read the syllabus carefully and perform required tasks by the professor's stated deadlines so you're not dropped from the course for non-attendance.

Guidelines for Students in the Online Environment
Review the guidelines for students in the online environment. The guidelines will outline the expectations and responsibilities of students utilizing distance learning tools. The guidelines can be found at this website: http://www.polk.edu/distance-learning/student-guidelines/

PAL

What is PAL?
PAL (Polk Access to Learning) provides access to online and hybrid courses and supplemental instructional materials.

How do I log in to PAL?
In PASSPORT, click on the Desire2Learn/PAL icon under QUICK LINKS. The quick link directs students to the following site: https://polk.desire2learn.com
- Your PAL username is your Polk State College e-mail address username. Your password is your PASSPORT pin.

What should I do if I have problems with PAL?
If you have trouble logging in to PAL, accessing your course(s), or need your password reset, call the Student Technical Help Desk at 863-298-6839 during normal college operating hours:
- Monday - Thursday: 8:00 a.m. - 9:00 p.m.
- Friday: 8:00 a.m. - 5:00 p.m.
- Saturday: 9:00 a.m. - 1:00 p.m.

The Student Help Desk is closed during college holidays.

When is my PAL class available?
You may login one week before class starts. Check your syllabus requirements, such as testing that may require a proctor.
PASSPORT

What is PASSPORT?
PASSPORT gives you online access to your Polk State College information, including the following:
• Degree audit and educational plan
• Semester schedule
• Tuition/fee paying
• Unofficial transcripts
• Official transcript ordering
• 1098T
• Address, phone number, and personal e-mail changing

I don’t remember my PASSPORT username or password.
Your username is your student ID (or your social security number).
• Use NO spaces or dashes with your ID (or your social security number).
  • Example: Student ID: A10000202  SSN: 101000001
• Your default password is the MM/YY of your birth.
  • Example: February 6, 1991 is 0291.

If your password does not work, call 863-297-1000 and ask to reset your PASSPORT PIN.

What should I do if I have problems with PASSPORT?
Call 863-297-1000 during regular college operating hours. The Information Assistant will help you determine if it is a navigational, content, or technical issue.
Programs or Degrees at Polk State College

Associate Degree in Liberal Arts (AA)
This program degree code is 11000. This degree is the gateway to all Bachelor degrees. Once you begin your classes at Polk State College you will be required to select a school you want to transfer to and a major you want to take at that school. You will see the requirements of the degree in PASSPORT under the Education Plan or Degree Audit link. This will show you what classes you need to take in your AA at Polk State College. A student earns only one AA degree. The AA degree has no majors.
Every student going toward a Bachelor’s degree starts with this degree.

Associate in Science Degree (AS)
These programs are designed for students who want to be employable with advanced industry or technical skills after two years of college. Students with an AS degree can transfer to a university for a four-year degree but will have to pick up some of the general education requirements that they didn’t get as part of the AS degree.
Some AS degree programs have limited enrollment and have entrance requirements or exit tests. Many allow students, after completion, to sit for a state certification exam. Specific requirements for all of our AS degree programs can be found on our website under Academics or in the catalog under each program. Because AS degree requirements are so different, a student can have multiple AS degrees.

Bachelor
Polk State offers the Bachelor of Applied Science (BAS) and Bachelor of Science (BS) degrees. Applied science degrees have a technical component and are a good pathway for students with an AS or AA degree. The path to all Polk State bachelors’ degrees is the two-year degree first. In order to enroll in a bachelor’s degree at Polk State, you must first have earned an AA or an AS degree or equivalent, as our bachelor degrees are designed to build on these.
Students transferring to a university with the AA degree will have met the requirements for the transfer major of their choice if they followed the educational plan found in PASSPORT.

For information on certificates or advanced technology diplomas visit polk.edu>academics.

For specific degrees and requirements of all Polk State College degrees visit the catalog at polk.edu>admission & aid or http://catalog.polk.edu/. Additional information about programs and degrees is found on the Academics page of polk.edu.
STUDENTS WITH DISABILITIES

What is the ODS?
The Office of Disability Services (ODS) works with students who self-identify that they have a disability and who provide appropriate documentation supporting their claim. The ODS confirms the disability and determines appropriate accommodations for the student. The ODS also assists students and instructors in obtaining and providing reasonable accommodations.

What types of disabilities do you serve?
The ODS serves students with any disability that impacts a major life function. Some examples of common disabilities that Polk State College serves include, but are not limited to, the following: learning disabilities; attention deficit disorder; attention deficit hyperactivity disorder; autism or Asperger's syndrome; hearing impairments; visual impairments; physical disabilities; diseases such as cerebral palsy, heart disease, cancer, or diabetes; and mental illness such as depression, anxiety, schizophrenia, or bipolar disorder. To speak with a Disability Services Advisor to learn more, contact (863) 297-1000.

What is an accommodation?
An accommodation is something students with a disability are legally entitled to receive based on documentation. It helps them to succeed in the academic setting.

When should I self-identify with the ODS?
Students are encouraged to self-identify with the ODS as soon as they register at Polk State. Students may register with the ODS anytime during the semester; however, accommodations and services begin at the time the student is approved by the ODS.

What are examples of accommodations you provide?
Typical accommodations include, but are not limited to, priority registration, faculty notification letters, notetaker services, readers, scribes, tutoring, alternate formats for printed materials, accessible classroom furniture, auxiliary aids and services, assistive-technology resources, extended testing time, distraction-reduced testing areas, course substitution, and TRIO support services.

What documentation do I need to receive services?
In order to qualify for services, the ODS needs documentation from a qualified professional describing your disability, listing functional limitations, and giving recommended accommodations. Documentation should be current, within the past three years.

I am an online student. How do I register for accommodations?
Contact one of the Disability Services Advisors at (863) 297-1000. The advisor will then e-mail you a copy of the Disability Self-Disclosure form and tell you what documentation you will need to send in order to get approved for services. Once you have completed the Self-Disclosure form and provided the appropriate documentation, your advisor will send you a welcome letter and contact your instructors to let them know of your approved accommodations.

Is my documentation kept confidential?
Yes. Students sign a release of information so your ODS advisor can share information with your instructors regarding your accommodations. Your disability is not disclosed unless you give the ODS written permission.
STUDENTS WITH DISABILITIES (Continued)

How is obtaining services different from high school to college?

At the collegiate level, students are required to self-identify to the ODS and provide documentation of their disability. Any testing that needs to be done is not provided or paid for by the College.

Will I have to attend special classes?

No. You will attend the same classes as other Polk State students.

Can my parents call to see how I am doing?

In order for the ODS to give your parents any information regarding how you are doing at Polk State, you will need to sign a release form with their name(s) that gives the ODS permission to speak with them.

Will my instructors be notified of my disability?

No. All information is kept confidential unless you give the ODS written permission to release it. The accommodation letters that your instructors receive only state your name and the accommodations you are eligible to receive.

What do I do if I need a reader or a scribe for a test?

Tests with readers or scribes are taken in the TLCC. They will arrange for a reader or scribe to be present, but the request must be made at least one week prior to the test.

What do I do if I want to take a test in the TLCC?

Please give the TLCC and your instructor at least one week’s notice that you will be taking an exam there. The TLCC will arrange for your instructor to submit the test to the TLCC. The TLCC will require your license or Florida ID, and you will not be able to use your cell phone during the test.

If one of my accommodations is extended time, do I have to take my test in the TLCC?

Yes. Extended time extensions can only be used in the TLCC and in certain online class settings. If you choose to take your test in the classroom, you will not be allowed to use extended time and you will not be allowed to re-take the test using extended time.

How much extra time will I receive with extended time?

Extended time is one and a half times the normal time to take a test. If a reader or writer is needed, two times the normal time to take the test will be provided. Polk State College does not give unlimited testing time.

What do I do if I have registered with the ODS, but my instructors say they have not received my accommodation letter?

Contact your ODS advisor immediately or the Coordinator of Disability Services.

If I decide not to use my accommodations for a test and I fail, can I re-take it with my accommodations?

No. The ODS recommends you always use your accommodations for all tests.

If I register with the ODS in the middle of the semester, will my instructors let me re-take tests I did poorly on earlier in the semester?

No. Accommodations go into effect on the date you are registered and approved by the ODS.
STUDENTS WITH DISABILITIES (Continued)

Do I have to use my accommodations?

We encourage students to always use your accommodations. However, it is ultimately the student's choice to use them.

Can a teacher decide that I cannot have my approved accommodations?

No. Contact the ODS or the Coordinator of Disability Services immediately if this occurs.

I think I have a learning disability. Is there someone on campus who can test me?

Polk State does not conduct testing for learning disabilities, nor does the school pay for outside testing. Your ODS advisor can give you information as to where you can go in the community to be tested.

Will I receive the same accommodations as I did in high school?

Not necessarily. When you meet with your ODS advisor, you will discuss the accommodations you used in the past that helped you achieve success in the classroom. You and your advisor will determine what accommodations will best suit your academic needs.

What do I do if I am having a problem with an instructor who refuses to let me use my accommodations?

Contact your ODS advisor or the Coordinator of Disability Services immediately.

RESIDENCY FOR TUITION PURPOSES

I attended Polk State College in the past. Do I need to provide proof of residency again?

If it has been more than a year since you attended, you will need to provide proof of residency and reapply. You can do so by completing the reapplication section of the online application or by completing a residency affidavit found on the Admission and Registrar forms page at polk.edu.

Why does my admission letter call me an out-of-state resident?

When you completed your admission application, you probably provided documentation to prove your Florida residency. That documentation must be audited and verified by the College before your residency can be established. Auditing is done daily. You will be charged the out-of-state rate until your residency has been verified. Once this is done, your charges will be reduced to the in-state residency fee and your status changed to in-state. Verification may take up to five days. The student is responsible for ensuring residency is met. Residency cannot be adjusted after the drop deadline.

You may also complete a residency affidavit on the Admission and Registrar forms page at polk.edu. Bring the completed affidavit with supporting documents to the closest campus Admission and Registrar's Office or fax the affidavit and documents to 863-297-1023. The documentation must be legible.

Residency must be completed by the Drop deadline of your first class. Residency cannot be changed after that until the next term.

I need to bring in my proof of Florida residency; do my parents need to be present?

Parents or guardians do not need to be present when submitting residency documentation in person. The parent's signature is required on the residency affidavit.
**RESIDENCY FOR TUITION PURPOSES (Continued)**

*Where do I learn more about residency?*
See guidelines for residency at flvc.org. Polk State College’s residency affidavit tells you exactly what you need to prove your residency. Follow it like a flowchart.

*I need more information on documents that I can use to establish residency.*
Complete the residency affidavit. The Admission and Registrar’s Office will use this document to assist you in overcoming challenges to establishing residency.

*Where is the residency affidavit?*
You can get a residency affidavit from any of our Admission and Registrar offices. You may also download an affidavit from the Admission and Registrar forms page at polk.edu.

**STUDENT ID’S**

Student IDs are available through the S.A.L.O. office on each campus and in the administration office at the JDA-Lake Wales center. See (page 46) for contact information. Printing begins the second week of each term.

**TEST SCORE REPORTS**

*What are Polk State College’s Test ID or FICE Codes?*
- Polk State College FICE code is 001514.
- AP, CLEP, SAT, and TOEFL: collegeboard.com. The College Board ID number is 5548.
- ACT: actstudent.org. The ACT Score report code os 0757.

*How Do I Request Official Test Score Reports?*
Polk State College requires official test score reports be sent directly from the testing service in order to post the scores to your academic transcript.

Have score reports sent directly to: Polk State College; 999 Avenue H, Northeast; Winter Haven, FL 33881-4299

The following is a list of providers to help you obtain official scores:

**American College Testing (ACT)**
Student Service Score Reports, P. O. Box 451, Iowa City, IA 52243
Phone: 319-337-1313
Polk State Testing Center Code: 00757
Send check or money order to the ACT address above.
Website: actstudent.org - web account/review/request or print form

**Fees:** All fees are per test date per report.
- Standard Shipping: $12.00 2-3 weeks to process
- Priority Service: $16.00 3-4 business days to process after receipt of request
- Archive Service: $21.00 per order if exam was taken more than 2 years ago
- Telephone request: An additional $14.00 for telephone request for priority
TEST SCORE REPORTS (Continued)

Advanced Placement (AP)
Advanced Placement Program - ETS
P.O. Box 6671, Princeton, NJ 08541-6671
Phone: 609-771-7300  Fax: 610-290-8979  Toll free: 888-225-5427 (US and Canada)
Request scores by phone: 888-308-0013
M-F 8 a.m. - 4:45 p.m. Eastern Time
Sat. 9 a.m. - 4:45 p.m. - Automated Service
PSC Code: 5548
Send check or money order to the AP address above.
E-mail: apexam@info.collegeboard.org  or for students: apstudents@info.collegeboard.org
Website: collegeboard.com/apstudentscores

For Written/Automated/Assistance requests, provide the following: Full name at time of testing/time of test/date of birth/social security number/year tested/subject(s)/day phone number/home address as verification/name and address of where to send score (see Polk State address above).

Fees:
Regular Service: $15.00  5 business days to process
Rush Service: $25.00  7-10 business days to process
Automated Scores Service: $8.00
Archived Service: $15.00 per score report if taken within last four years; $25.00 if taken more than four years ago

College Level Examination Program (CLEP)
College Level Exam Program - ETS
P.O. Box 6600, Princeton, NJ 08541-6600
Phone: 609-771-7865 or 800-257-9558
M-F 8 a.m. - 4:45 p.m. Eastern Time
Sat. 9 a.m. - 4:45 p.m. - Automated Service
PSC Code: 5548
Send check or money order to the CLEP address above.
Website: collegeboard.org/clep

For Written/Automated/Assistance requests, provide the following: Full name at time of testing/time of test/date of birth/social security number/year tested/subject(s)/day phone number/home address as verification/name and address of where to send score (see Polk State address above).

Fees: Regular: $20.00  5 business days to process

International Baccalaureate (IB)
IB Global
7501 Wisconsin Ave., Suite 200 W., Bethesda, MD 20814
Phone: (301) 202-3025

Requests are free until September 15 of the year of high school graduation. After one year, the cost is $14.00 per transcript. Allow 14 business days for processing.

Request must be submitted on the order form available online at ibo.org (from the “Information for” tab, click on graduates and alumni; on the left-hand column, scroll down to obtaining transcripts).
TEST SCORE REPORTS (Continued)

Scholastic Aptitude Testing (SAT I and SAT II)

Scholastic Aptitude Testing - ETS
P.O. Box 6200, Princeton, NJ 08541-6200
Phone: 888-756-7346
Outside US: 212-713-7789
TTY: 609-882-4118 PSC Code: 5548
Send check or money order to the SAT address above.

ACTIVE SCORES: Most recent scores within one year. ARCHIVED SCORES: Scores of more than one year.

ACTIVE SCORES/ARCHIVED: An “Additional Score Report” order form available online at collegeboard.com is the preferred method for written requests.

If not available, written requests must include: name and address at time of testing/current address/date of birth/social security number/test date/registration number/name and address of where to send score (see Polk State address above).

Fees:
Regular Service: $10.50 per score report
1-2 weeks to process electronically and 2-4 weeks to process paper/disk
Rush Service: additional $30.00 2-5 business days plus college's processing time
Archived: $28.00 per search plus $10.50 per score report
(2-4 weeks processing time for 2002 and older scores)

Online and Phone Information: order, access, or create a free account at collegeboard.org/satscores.

Test of English as Foreign Language (TOEFL)
TOEFL- Regular Service
P.O. Box 6153, Princeton, NJ 08541-6153
Phone: 609-771-7100 TTY: 609-771-7780
Fax: 609-771-7500 TTY Fax: 866-387-8602
M-F 8 a.m. - 7:45 p.m. Eastern Time
Sat 9 a.m. - 4:45 p.m. - Automated service
PSC Code: 5548

Scores are valid for 2 years. Send check in US dollars drawn on US bank to address above, payable to TOEFL. You may also pay by international money order, UNESCO coupons, international postal reply coupons, or credit cards. Card number, name as it appears on card, and expiration date must be provided.

Request in writing must include: Score report request form (Appendix E: page 2 of TOEFL bulletin or bottom half of student score report).

If not available, letter must include: name/registration number/date of birth/test center number and test date/name and address of where to send score report.

Fee: Regular: $17.00 per score report. Mailed in 2 weeks. Mailed in 4-6 weeks outside of the US.
**TRANSFER STUDENTS**

**Do you need ALL of my past postsecondary transcripts?**
Yes, regardless of age or accreditation, we need copies of transcripts from all previously attended institutions. They are needed six weeks before classes start so that we have time to evaluate them.

**I owe a past school, so they will not release my transcript. What does this mean for me at Polk State College?**
Polk State College requires all transcripts. You may attend one term while records are being sent and/or evaluated. But you won't be able to register for subsequent terms if we don't have your complete record, and you won't be able to request a Polk State College transcript to be sent elsewhere either. For more information, contact the Registrar at registrar@polk.edu.

**I am transferring, but my transcripts won't arrive in time for me to register. What do I do?**
Bring unofficial copies of your transcripts to Orientation, to each advising session, or to any other appointment you have at Polk State College. Be aware that Federal Aid will not cover fees until official transcripts are received. See Step Two: Submit Official Transcripts for more information.

**Does my transfer record count in my Polk State College GPA?**
Any graded work transferred in will count in the Polk State College cumulative GPA. Polk State College Standards of Academic Progress will apply.

**How many credits can I transfer to get a degree?**
You must take 25% of your degree program at Polk State College. In addition, bachelor students must take 25% of upper division courses at Polk State. You may transfer all valid credits that meet a requirement.

**TRANSIENT STUDENTS**

**What is a transient student?**
A transient student is seeking a degree at a home institution but wants to take a course at Polk State College to transfer back. The student is not intending to get a degree at Polk State College.

**How do I apply as a transient to Polk State College?**

- **My home school is a state institution:**
The FLVC.org electronic transient form serves as your application for admission. You do not need to complete an online application for Polk State College. This service allows your home institution to approve your course and electronically notify approval to Polk State College’s Admission and Registrar’s Office. We process electronic notifications within five days after we’re notified. Log in to PASSPORT to register for the class.

  Pay for their tuition and fees upfront by the posted deadline. If you receive financial aid from your home institution, Polk State Student Financial Services will send notification and you will be reimbursed accordingly by your home institution.

- **My home school is a private or out-of-state institution:**
  If your home institution is not participating in the electronic exchange of transient information through Florida Virtual Campus (FLVC.org), your home institution will provide you a transient approval form or letter.
  - Complete an online application to Polk State College as a transient student.
  - Submit the transient letter or form provided to you by your home institution to the Admission and Registrar’s Office on any of our campuses. Faxes are accepted. (See 46)

For Students in private institution that are not participating in the electronic exchange of transient information, a paper approval form is submitted to Student Financial Services, which will be completed and sent to your home school after the drop deadline.

It is the student’s responsibility to order a transcript after your grades are posted. Transcript requests are $5.00.
<table>
<thead>
<tr>
<th>Event</th>
<th>16-Week Session</th>
<th>FASTRACK 1</th>
<th>FASTRACK 2</th>
<th>12-Week Session</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session Dates</strong></td>
<td>01/07/15-05/06/15</td>
<td>01/07/15-03/03/15</td>
<td>03/05/15-05/06/15</td>
<td>02/04/15-05/06/15</td>
</tr>
<tr>
<td>Priority Registration - Students with 50% complete</td>
<td>Monday, November 03, 2014</td>
<td>Monday, November 03, 2014</td>
<td>Monday, November 03, 2014</td>
<td>Monday, November 03, 2014</td>
</tr>
<tr>
<td>College Offices Reopen</td>
<td>Monday, January 05, 2015</td>
<td>Monday, January 05, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Work Days</td>
<td>Mon-Tue, 1/5-1/16/15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Aid Bookstore Purchase Dates</td>
<td>01/02/15 - 01/14/15</td>
<td>01/02/15 - 01/14/15</td>
<td>02/23/15 - 03/12/15</td>
<td>01/16/15 - 02/05/15</td>
</tr>
<tr>
<td>Financial Aid Guaranteed Processing Deadline. If your aid application is not completed by this date, you will need to pay first and be reimbursed later.</td>
<td>Monday, December 01, 2014</td>
<td>Monday, December 01, 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Wednesday, January 07, 2015</td>
<td>Wednesday, January 07, 2015</td>
<td>Thursday, March 05, 2015</td>
<td>Wednesday, February 04, 2015</td>
</tr>
<tr>
<td>Last Day to Add a Class (Late Registration Fee)</td>
<td>Tuesday, January 6, 2015 or before the class meets the first time</td>
<td>Tuesday, January 6, 2015 or before the class meets the first time</td>
<td>Wednesday, March 4, 2015 or before the class meets the first time</td>
<td>Tuesday, February 3, 2015 or before the class meets the first time</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund or Change to/from Audit for Mon-Fri Classes (Late Registration Fee Applies)</td>
<td>Tuesday, January 13, 2015</td>
<td>Tuesday, January 13, 2015</td>
<td>Wednesday, March 11, 2015</td>
<td>Tuesday, February 10, 2015</td>
</tr>
<tr>
<td>Last Day to Drop with 100% Refund or Change to/from Audit for Saturday Classes (Late Registration Fee Applies)</td>
<td>Tuesday, January 13, 2015</td>
<td>Tuesday, January 13, 2015</td>
<td>Wednesday, March 11, 2015</td>
<td>Tuesday, February 10, 2015</td>
</tr>
<tr>
<td>First Time Loan Borrowers Disbursements Begin to Higher One Card</td>
<td>Monday, February 09, 2015</td>
<td>Monday, February 09, 2015</td>
<td>Wednesday, April 08, 2015</td>
<td>Friday, March 06, 2015</td>
</tr>
<tr>
<td>Martin Luther King Holiday (College Closed)</td>
<td>Monday, January 19, 2015</td>
<td>Monday, January 19, 2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development Day (Classes are NOT cancelled)</td>
<td>Friday, March 06, 2015</td>
<td>Friday, March 06, 2015</td>
<td>Friday, March 06, 2015</td>
<td>Friday, March 06, 2015</td>
</tr>
<tr>
<td>Graduation Application Deadline</td>
<td>Friday, March 27, 2015</td>
<td>Friday, March 27, 2015</td>
<td>Friday, March 27, 2015</td>
<td>Friday, March 27, 2015</td>
</tr>
<tr>
<td>Spring Break (College Closed)</td>
<td>Mon-Sun 03/30/15-04/05/15</td>
<td></td>
<td>Mon-Sun 03/30/15-04/05/15</td>
<td>Mon-Sun 03/30/15-04/05/15</td>
</tr>
<tr>
<td>No Saturday Classes</td>
<td>Saturday, April 04, 2015</td>
<td></td>
<td>Saturday, April 04, 2015</td>
<td>Saturday, April 04, 2015</td>
</tr>
<tr>
<td>Last Day for Student/Faculty Withdrawal</td>
<td>Friday, March 27, 2015</td>
<td>Friday, February 13, 2015</td>
<td>Friday, April 17, 2015</td>
<td>Friday, April 10, 2015</td>
</tr>
<tr>
<td>Classes End/Final Exams End</td>
<td>Wednesday, May 06, 2015</td>
<td>Tuesday, March 03, 2015</td>
<td>Wednesday, May 06, 2015</td>
<td>Wednesday, May 06, 2015</td>
</tr>
<tr>
<td>Last Faculty Work Day</td>
<td>Wednesday, May 06, 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Grades Due (8:00 a.m.)</td>
<td>Thursday, May 07, 2015</td>
<td>Wednesday, March 04, 2015</td>
<td>Thursday, May 07, 2015</td>
<td>Thursday, May 07, 2015</td>
</tr>
<tr>
<td>Graduation - 6:30 p.m. The Lakeland Center</td>
<td>Thursday, May 07, 2015</td>
<td>Thursday, May 07, 2015</td>
<td>Thursday, May 07, 2015</td>
<td>Thursday, May 07, 2015</td>
</tr>
<tr>
<td>Grades Available Online via PASSPORT</td>
<td>Friday, May 08, 2015</td>
<td>Friday, March 06, 2015</td>
<td>Friday, May 08, 2015</td>
<td>Friday, May 08, 2015</td>
</tr>
</tbody>
</table>

Always verify dates on official academic calendar at Polk.edu/Academics
### Academic Calendars

**Polk State College 20153**

<table>
<thead>
<tr>
<th>Session Dates</th>
<th>Session 3 - 12 Weeks</th>
<th>Session 3A - 6 Weeks</th>
<th>Session 3B - 6 Weeks</th>
<th>8 week Session</th>
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<tbody>
<tr>
<td>05/11/15-06/06/15</td>
<td>05/11/15-06/23/15</td>
<td>06/25/15-08/08/15</td>
<td>05/11/15-07/06/15</td>
<td></td>
</tr>
</tbody>
</table>

**Priority Registration - Students with 50% complete**
- Monday, April 06, 2015
- Monday, April 06, 2015
- Monday, April 06, 2015
- Monday, April 06, 2015

**Open Registration, including Dual Enrolled**
- Monday, April 13, 2015
- Monday, April 13, 2015
- Monday, April 13, 2015
- Monday, April 13, 2015

**Financial Aid Bookstore Purchase Dates**
- 05/01/15 - 05/19/15
- 05/01/15 - 05/19/15
- 06/15/15 - 07/02/15
- 05/01/15 - 05/19/15

**Financial Aid Guaranteed Processing Deadline. If your aid application is not completed by this date, you will need to pay first and be reimbursed later.**
- Monday, April 27, 2015
- Monday, April 27, 2015

**Classes Begin**
- Monday, May 11, 2015
- Monday, May 11, 2015
- Thursday, June 25, 2015
- Monday, May 11, 2015

**Last Day to Add a Class (Late Registration Fee)**
- Saturday, May 9, 2015 or before the class meets the first time
- Saturday, May 9, 2015 or before the class meets the first time
- Wednesday, June 24, 2015 or before the class meets the first time
- Saturday, May 9, 2015 or before the class meets the first time

**Last Day to Drop with 100% Refund or Change to/from Audit for Mon-Fri Classes (Late Registration Fee Applies)**
- Friday, May 15, 2015
- Friday, May 15, 2015
- Wednesday, July 01, 2015
- Friday, May 15, 2015

**Last Day to Drop with 100% Refund or Change to/from Audit for Saturday Classes (Late Registration Fee Applies)**
- Monday, May 18, 2015
- Monday, May 18, 2015
- Wednesday, July 01, 2015
- Monday, May 18, 2015

**Financial Aid Disbursements Begin to Higher One Card**
- Monday, May 28, 2015
- Monday, May 28, 2015
- Monday, July 13, 2015
- Thursday, May 28, 2015

**First Time Loan Borrowers Disbursements Begin to Higher One Card**
- Friday, June 12, 2015
- Friday, June 12, 2015
- Tuesday, July 28, 2015
- Friday, June 12, 2015

**Saturday Classes will meet during Holiday**
- Saturday, May 23, 2015
- Saturday, May 23, 2015
- Saturday, May 23, 2015

**Memorial Day Holiday (College Closed)**
- Monday, May 25, 2015
- Monday, May 25, 2015
- Monday, May 25, 2015

**Independence Day Holiday (College Closed)**
- Friday, July 03, 2015
- Friday, July 03, 2015
- Friday, July 03, 2015

**Saturday Classes will NOT meet**
- Saturday, July 04, 2015
- Saturday, July 04, 2015
- Saturday, July 04, 2015

**Last Day for Student/Faculty Withdrawal**
- Monday, July 13, 2015
- Wednesday, June 10, 2015
- Friday, July 24, 2015
- Wednesday, June 17, 2015

**Classes End/Final Exams End**
- Saturday, August 08, 2015
- Tuesday, June 23, 2015
- Saturday, August 08, 2015
- Monday, July 06, 2015

**Graduation Application Deadline**
- Monday, August 10, 2015
- Monday, August 10, 2015
- Monday, August 10, 2015
- Monday, August 10, 2015

**Final Grades Due (9:00 a.m.)**
- Monday, August 18, 2015
- Wednesday, June 24, 2015
- Monday, August 10, 2015
- Tuesday, July 07, 2015

**Grades Available Online via PASSPORT**
- Tuesday, August 11, 2015
- Thursday, June 25, 2015
- Tuesday, August 11, 2015
- Wednesday, July 08, 2015

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**Get Connected.**

Twitter: @PolkState  
@PSCathletics

Facebook: PolkStateCollege

Check out clubs and student activities at: www.polk.edu/salo/clubs-and-organizations

**COMMENT BOX:** Let us know how we are doing. www.polk.edu/student-life/

*Always verify dates on official academic calendar at Polk.edu/Academics*
HELPFUL INFORMATION

Campuses:
Clear Springs Advanced Technology Center
310 Technology Drive, Bartow, Florida 33830

JD Alexander Center
152 E. Central Avenue, Lake Wales, FL 33853

Polk State Lake Wales Arts Center
1099 State Road 60, Lake Wales, FL 33853

Lakeland Campus
3425 Winter Lake Road, Lakeland, Florida 33803

Airside Center
3515 Aviation Drive, Lakeland, Florida 33811

Winter Haven (main address)
999 Avenue H NE, Winter Haven, Florida 33881

Maps are available at polk.edu.
Go to Business and Community>Maps.

Hours:
Advising, Registration
M-TH 8:00 a.m. - 7:00 p.m.
F 8:00 a.m. - 5:00 p.m.
SAT 9:00 a.m. - 1:00 p.m. (Lakeland and Winter Haven June, July & August)

Cashier, Financial Aid
Payments are accepted online 24/7 through PASSPORT.
M-TH 8:00 a.m. - 7:00 p.m.
F 8:00 a.m. - 5:00 p.m.

Testing Centers / Placement Info

WINTER HAVEN
TLCC (Teaching/Learning Computing Center)
M - TH 7:30 a.m. - 9:00 p.m. (Testing open 8:00 a.m. - 6:30 p.m.)
F 7:30 a.m. - 4:00 p.m. (Testing open 8:00 a.m. - 1:30 p.m.)
SAT 9:00 a.m. - 1:00 p.m. (Testing open 9:00 a.m. - 10:30 a.m.)

LAKE LAND
TLCC (Teaching/Learning Computing Center)
M - TH 7:00 a.m. - 9:00 p.m. (Testing open 2:30 p.m. - 6:30 p.m.)
SAT 9:00 a.m. - 1:00 p.m. (Testing open 9:00 a.m. - 10:30 a.m.)

STUDENT SERVICES (LTB 1301)
M-TH 8:00 a.m. - 2:30 p.m.
F 8:00 a.m. - 1:30 p.m.

LAKE WALES
Student Success Center
M - TH 8:00 a.m. - 7:00 p.m. (Testing open 8:00 a.m. - 4:00 p.m.)
F 8:00 a.m. - 5:00 p.m. (Testing by appointment only)
SAT 9:00 a.m. - 1:00 p.m. (Testing open 9:00 a.m. - 10:30 a.m.)

Contacts:
Preferred method of contact is e-mail.
Advising:........................... advising@polk.edu
Admission:............................ registrar@polk.edu
Registration:...................... registrar@polk.edu
Transcript Ordering:............ transcripts@polk.edu
Transient:............................ registrar@polk.edu
Dual Enrollment:................ dualenrollment@polk.edu
Financial Aid:.................. financialaid@polk.edu

Bookstore
Open during winter break.
M - TH 7:45 a.m. - 6:30 p.m.
F 7:45 a.m. - 1:00 p.m.
*Extended hours the week before classes start:
M-TH 7:30 a.m. - 7:30 p.m.
FRI 7:30 a.m. - 6:00 p.m.

PAL Student Help Desk Hours
(Phone: 863-298-6839)
M - TH 7:00 a.m. - 9:00 p.m.
F 7:00 a.m. - 5:00 p.m.
SAT 9:00 a.m. - 1:00 p.m.
PAL is Polk State College's online learning management system professors use to supplement face-to-face classes or for classes with an online component. If you have trouble logging in to PAL, accessing your course(s) in PAL, or need your password reset, call the PAL Student Help Desk.

Phone Numbers
Admission and Registrar's Office, Advising, Financial Aid (all campuses).......863-297-1000
Bookstore..............................863-299-3325
Help Center & Counseling
Winter Haven .......................863-292-3759
Lakeland ..............................863-669-2309
Security...............................863-297-1059
Disability Advisors
Lakeland...............................863-297-1010 ext 6122
Winter Haven .......................863-297-1010 ext 5227
Fax Numbers Admission and Financial Aid
Admission/Registrar's..............863-297-1023
Financial Aid.......................863-297-1004
Advising Winter Haven.............863-297-1060
Advising Lakeland..................863-297-1006

Student IDs
Visit the SALO offices or contact
Winter Haven - WSH37 .............863-298-6819
..................................863-297-1010 ext 5760
Lakeland - LAC1239 ...............863-669-4934
JD Alexander - Room 108..........863-298-6830
A photo is required to obtain a student ID.
## Choosing English and Mathematics

This worksheet is designed for use during orientation. The instructions assume you have been in or are currently in orientation. Using your recommended courses from orientation, mark the course and delivery method that best fits your learning style. Register for your selected course(s).

My Scores: _____Mathematics        _____Reading       ____ Writing         ____CLM

<table>
<thead>
<tr>
<th>Course # and Name</th>
<th>Delivery Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA 0007</td>
<td>• Two 8-week sessions in fall and spring or two 6-week sessions in summer</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Face-to-face</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructor delivers course material</td>
<td></td>
</tr>
<tr>
<td>REA 0017</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>REA 0056</td>
<td>• Self-paced in computer modules</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Instructor available for help</td>
<td></td>
</tr>
<tr>
<td>REA 0055</td>
<td>• Diagnostic used to start you in the right place</td>
<td>1</td>
</tr>
<tr>
<td>ENC 0015</td>
<td>• Two 8-week sessions in fall and spring or two 6-week sessions in summer</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Face-to-face</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructor delivers course material</td>
<td></td>
</tr>
<tr>
<td>ENC 0025</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ENC 0056</td>
<td>• Self-paced computer modules</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Instructor available for help</td>
<td></td>
</tr>
<tr>
<td>ENC 0055</td>
<td>• Diagnostic used to start you in the right place</td>
<td>1</td>
</tr>
<tr>
<td>ENC 0017</td>
<td>• Two 8-week sessions in fall and spring or two 6-week sessions in summer</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Combines English language skills or reading into one class</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructor delivers course material</td>
<td></td>
</tr>
<tr>
<td>ENC 0027</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MAT 0018</td>
<td>• Two 8-week sessions in fall and spring or two 6-week sessions in summer. Also available in 12-week sessions.</td>
<td>3</td>
</tr>
<tr>
<td>MAT 0028</td>
<td>• Face-to-face</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Instructor delivers course material</td>
<td></td>
</tr>
<tr>
<td>MAT 0057</td>
<td>• Self-paced computer modules</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Instructor available for help</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Diagnostic used to start you in the right place</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Repeatable up to 3 terms until you successfully complete all 9 modules and are ready for MAT 1033</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Start each repeated term where you left off</td>
<td></td>
</tr>
<tr>
<td>MAT 0056</td>
<td>• For skills just below Intermediate Algebra level</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>• Fast success – focus on needed skills and go to college level in one term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Self-paced computer modules</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Instructor available for help</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Diagnostic used to start you in the right place</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Can move to MAT 1033 in FASTRACK II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• SLS1533 required with this class</td>
<td></td>
</tr>
<tr>
<td>SLS 1533</td>
<td>• Math study skills</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>• Supplemental instruction helps with difficult concepts</td>
<td></td>
</tr>
<tr>
<td>SLS 1101</td>
<td>• If you take two or more classes on the above list, register for this class.</td>
<td>3</td>
</tr>
<tr>
<td>College Level</td>
<td>• Your recommended courses start with a “1” or “2” and are college level. Register for classes in one of the following time frames: 16 weeks, 12 weeks, 8 weeks (FASTRACK), 6 weeks (summer).</td>
<td>3-5</td>
</tr>
</tbody>
</table>
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News, Events, Student & Alumni Profiles, and More!