



**POLK  
STATE  
COLLEGE**

# 7

## **Simple Steps to Become a Dual Enrollment Student**

The dual enrollment program allows academically talented high school students to take college classes while still in high school. Some of the benefits of program participation are broadened educational opportunities, increased depth of study, and accelerated attainment of post-secondary educational goals — at zero cost. To get started, please complete these seven simple steps to become a dual enrollment student.

Before you begin, read the Dual Enrollment Agreement and the addendum appropriate to your high school experience.

*Steps 1 – 4 are completed once. Steps 5 – 7 are completed prior to every semester.*

### **Step 1 — Meet eligibility requirements**

Requirements for the three types of dual enrollment include:

**Dual Enrollment** – (taking up to 11 credits per term as a part-time student while in grades 6-12)

- Earned 6 high school credits
- Unweighted high school GPA of 3.0
- Approval from a high school counselor
- Placement test at college-level

**Early Admission** – (taking 12-15 credits per semester as a full-time college student) and **Accelerated Program** (taking more than 15 credits per semester as a full-time college student in select programs leading to industry certifications)

- Earned 21 high school credits (18 if you are a full-time student at Florida Virtual School)
- Unweighted high school GPA of 3.2
- Approval from a high school counselor
- Placement test at college-level

### **Step 2 — Complete the Polk State College online admission application**

You may enter your application during a dual enrollment admission event at your public high school or at the College's Admission and Registrar's offices in Winter Haven, Lakeland, or Lake Wales, or online. Check with your high school counselor for dates and times of admission events. You will need:

- A valid personal email address
- Your own Social Security number (If you don't have one, you can still apply but do not use your parent's Social Security number.)

When you complete the application, print your admission letter. It contains important information, including a testing ticket.

### **Step 3 — Submit official scores from an approved placement test**

PERT, ACT, or SAT scores are acceptable. Official scores must be sent directly to Polk State College from the respective testing agency. PERT scores are accessible to the College from the PERT Testing Repository and are considered official, so students do not need to request PERT scores. **Your scores cannot be older than two years from the first day of the semester you plan to attend.**

If you are using ACT or SAT, unofficial scores may be used for one semester, but registration will be blocked if official scores are not submitted for future terms. You can use your admission letter with the test ticket to take the PERT at the College. You must have a picture ID, such as a driver's license, and a student ID number, which is found on your admission letter.

The table below shows minimum placement scores required for eligibility.

Subject	PERT	ACT	SAT	NEW SAT
Reading/Critical Reading	106	19	440	24
Writing	103	17	440	25
Elementary Algebra/Mathematics	114	19	440	24

#### Step 4 – Complete the College’s student orientation

Take the [online orientation](#). You will have a registration hold until you complete orientation. Once you complete orientation, you will be able to register within four school day hours or you may provide a copy of your orientation completion certificate (emailed to you) to the college advisor to register immediately.

#### Step 5 — Complete course selection, approval, and registration

- **Public school students** – Use the DELTA portal and meet with a high school counselor each semester. Some schools may use the approval form.
- **Private school and home-schooled students** – The approval form must be signed each semester by the high school counselor or home-school parent and brought to a Polk State advisor at the time of registration.
- **Florida Virtual School students** – This approval form must be signed by the high school counselor and submitted to Polk State by the counselor to [dualenrollment@polk.edu](mailto:dualenrollment@polk.edu) each semester.\*
- Use the PASSPORT student portal to check your schedule for accuracy.

Public school students register for approved classes during Dual Enrollment Registration Day at their high school, and any student, including public school students, can register at Polk State College with an academic advisor. See your high school counselor for the dual enrollment registration dates at your school, or check the Academic Calendar for dates and times of open registration.

#### Step 6 — Submit course schedule to high school counselor

You may request a high school schedule adjustment, if necessary. Public high school students will do this through the student portal called DELTA. Course schedules and grades are sent to the public high school for inclusion on the high school transcript at the end of each term. Home school and private school students must request an official transcript from the College or use the unofficial transcript in the PASSPORT portal.

#### Step 7 — Acquire textbooks

Each public and private school will give students instructions about when and where to acquire dual enrollment textbooks. Home-schooled students must purchase their own textbooks and materials.

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

**Lakeland and West Polk County** — Simmi Johnson, 863.669.2822, [sjohnson@polk.edu](mailto:sjohnson@polk.edu)  
**Winter Haven and East Polk County** — Mary Westgate, 863.292.3758, [mwestgate@polk.edu](mailto:mwestgate@polk.edu)

For more information about the program, visit [polk.edu](http://polk.edu) or email [dualenrollment@polk.edu](mailto:dualenrollment@polk.edu).

**\*In all e-mail to Polk State from Florida Virtual High School students, the subject line should state: [FLVS: Your Name].**