



# DUAL ENROLLMENT

George Jenkins High School  
Guidance Department

# What is Dual Enrollment?

- Dual Enrollment is an opportunity for **eligible** high school students to take college courses while still in high school.
- Dual Enrollment credits count for both high school and college.
- All approved Dual Enrollment courses count in the high school **AND** college GPA!

# Dual Enrollment Courses

- Students who have earned a minimum of:
  - **6** core high school credits may take *1 college course per college term*
  - **8** core high school credits may take *2 college courses per college term*
  - **10** core high school credits may take *3 college courses per college term*
  - Students may not participate in dual enrollment for more than **3 academic years**
- College terms are Fall, Spring and Summer
- College courses are minimum **3** credits hours each
- Only Seniors who meet eligibly for Full Time Early Admissions at PSC may take **12-15** college credit hours at PSC

# Dual Enrollment Perks!

- Acceleration of educational goals
- Tuition paid by the PCSB
- Textbooks provided by the PCSB
- Most courses are available on the PSC campus
- Some courses are offered on the GJHS campus
- Courses count for both HS and college credit
- Courses are weighted 1 additional point in the high school GPA (ex: an A is equal to 5 points)
- Travel period scheduled if necessary for off campus classes

# Dual Enrollment Pitfalls!

- Transportation to off campus classes is the student's responsibility
- Only students have access to their attendance and grades due to FERPA ( Family Education Rights and Privacy Act) legislation
  - Neither Parents nor GJHS Counselors are able to help monitor student's DE grades in courses at PSC , SEU and or GJHS
- Students who withdraw from a dual enrollment course
  - Will receive a grade of "W" on their high school and college transcript if paperwork is completed by college "Drop/Add" date
  - Will be scheduled into an available GJHS course
  - Only the student can withdraw from a college class
  - Failure to return textbook will result in being on the Obligation List ☹️

# Eligibility Criteria

## To take Polk State Courses:

- \*Must have a high school un-weighted **3.0** GPA or higher
- \*Must meet the minimum scores on a state-approved placement test: **PERT, ACT or SAT**
  - For English, Social Studies, Science, and other academic courses, **passing scores** in Reading and English/Writing are required
  - For Math and Science courses, a **passing score** in Math is required
  - To take more than 12 college credit hours, students must meet eligibility criteria of each testing section (Reading, English/Writing, Math)
- \*Maintain a minimum 2.00 GPA in college courses

# Eligibility Criteria

## **FOR PSC Full-time Early Admission:**

- Taking all courses at Polk State College
- Must be a senior
- Must have a high school un-weighted **3.2** GPA
- Must meet the minimum scores on all 3 sections (Reading, English, Math) of a state-approved placement test: **PERT, ACT or SAT**
- Must have successfully completed **Algebra 2**

# Testing for Dual Enrollment

- **PERT, SAT or ACT** can be used to meet the placement test requirements
- Scores are required in Reading, English and Math/Test scores must be **less than 2** years old
- ACT or SAT **official score reports must be sent to Polk State College from ACT/SAT** -PSC's code for ACT is **0757** and SAT is **5548**
- Students need to apply to PSC as Dual Enrollment Student to obtain a PSC Student ID #to then take that number to PSC to take the PERT test ( please bring copy of result to GJHS Counselor



# College Ready Test Scores:

Minimum placement scores required for eligibility are:

## Reading Comprehension:

**PERT Reading: 106** or SAT 24 or **ACT Reading: 19**

## English Language Skills:

**PERT Writing: 103** or SAT 25 or **ACT English: 17**

## Mathematics:

**PERT Math: 114** or SAT 24 or **ACT Math: 19**

**PERT** score of **123** required for College level Mathematics

# How To Dual Enroll with Polk State

1. **Apply** - Student **applies** online at **www.polk.edu** - check you email because **PSC will send you an email with your ID #**

The screenshot shows the website <https://www.polk.edu/admission-aid/>. The page features the Polk State College logo on the left and a navigation menu with links for Passport, Canvas, MyPolk Email, Faculty/Staff Email, PIE, Library/TLCC (Tutoring), People, and Events. A search bar is located on the right. Below the navigation menu, the main heading is "ADMISSION & AID". On the left side, there is a sidebar titled "IN THIS SECTION" with links for "Admission and Registrar Forms", "Admission and Registrar's Office", and "Admission Steps". The main content area is titled "Admission & Aid" and contains the text: "Polk State College maintains an 'Open-Door' policy and may admit any high school graduate with a qualifying diploma or GED certificate holder. Students may enter Polk State during any term, and the College also offers a variety of innovative, flexible alternatives to traditional". A prominent red button labeled "Apply Now" is positioned on the right. Below the main text, there is a section for "Related Info" with a link to the "College Catalog/Student Handbook".

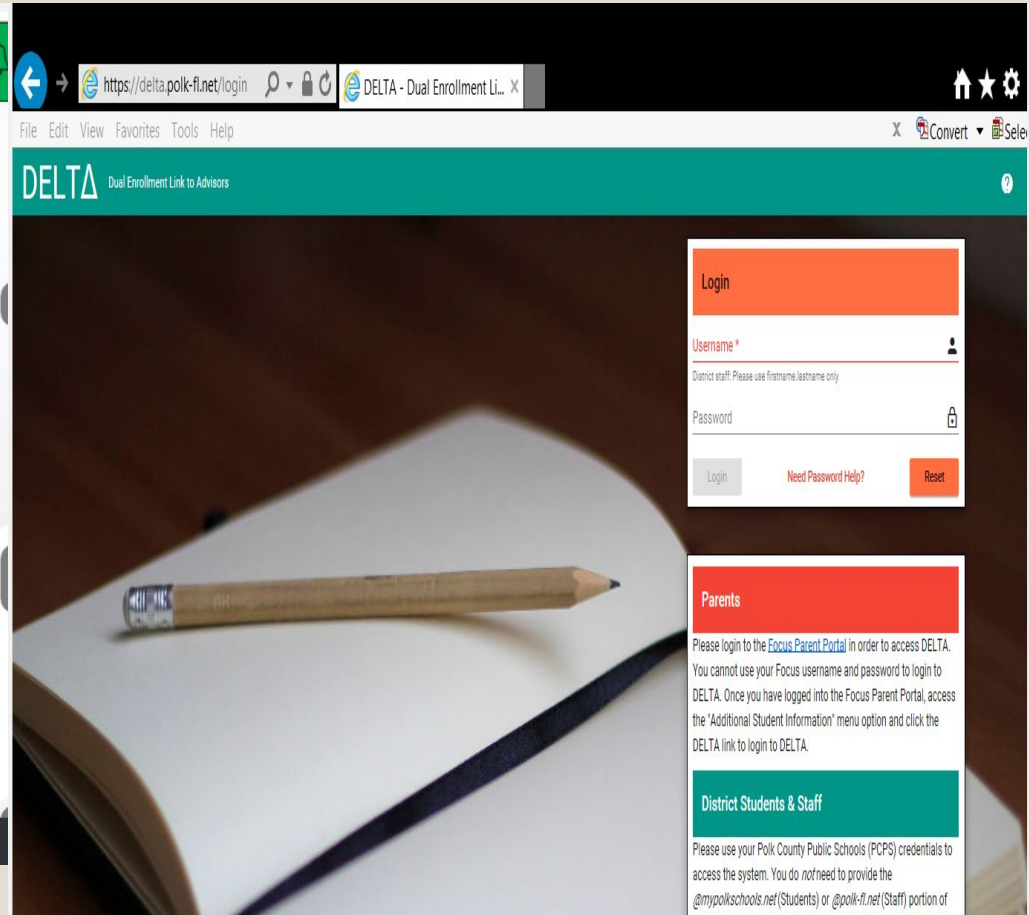
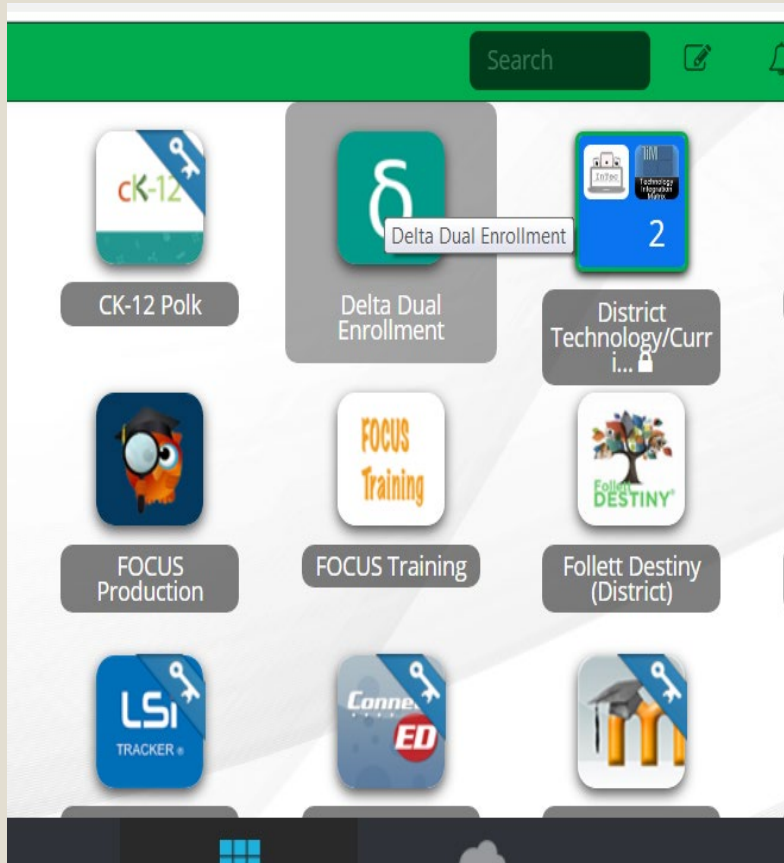
# How To Dual Enroll with Polk State

1. **Apply** - Student **applies** online at **www.polk.edu** - check you email because **PSC will send you an email with your ID #**
2. **Test** - Student brings PSC ID # to PSC testing office to take the PERT Please bring copy to at GJHS. **\*\* If using ACT or SAT Student must have ACT/SAT scores sent directly to PSC\*\*\***
3. **Advisement** - Student brings test scores to meet with their GJHS counselor to be advised of course options. The Exception form will be needed for summer courses.
4. **Student Course request** - Student must log into the DELTA system using their PSCB Student Portal name and ID. Counselor approves dual enrollment, then student adds courses.
5. **Parent approval** - Parent must log into the DELTA system using their Parent Portal login.

# How to complete Step 4

## <https://delta.polk-fl.net>

**Student** access Delta through Classlink or direct to Delta



# How to complete Step 4 Cont'd

- **Student** logs in using the student portal username and password
  - Click the “*Contact Info*” button and provide a phone number and/or email address.
  - Click the “*Course Requests*” button.
  - Click the “*Add New College*” button,
    - Select “*Polk State College*” for the College Name,
    - Select “*Summer (2019 Term 3)*” for the Term,
    - Select the Guidance Counselor,
    - Click the “*Add Now*” button.
- **Student** agrees to general terms of District Dual Enrollment by reading and checking the **2 boxes** and clicking the “*Submit Approval*” button.

# .....Step 5 on DELTA

- **Parent** logs in and agrees to general terms by reading and checking the **2 boxes** and clicking the “*Submit Approval*” button
- *The Parent logs in to DELTA with username and password from the Parent Portal.*
- *Parents should contact the school for a Parent Portal username and password if needed.*
- *Counselors are unable to submit final approval on courses until the parent and student portions of Delta are complete*

# How To Dual Enroll Continued

6. **Orientation** - ***Student must complete PSC's mandatory student orientation.*** This can be completed online ( print out copy of certificate ) or the student may go to PSC to take the orientation in-person.

# Orientation .....

The screenshot shows a web browser window with the URL <https://www.polk.edu/admission-aid/student-orientation/>. The page features the Polk State College logo and a navigation menu with links for Passport, Canvas, MyPolk Email, Faculty/Staff Email, PIE, Library/TLCC (Tutoring), People, and Events. A search bar is located in the top right corner. Below the navigation menu, the main heading reads "ADMISSION & AID".

**IN THIS SECTION**

- Admission and Registrar Forms
- Admission and Registrar's Office
- Admission Steps
- Consumer Information
- Dual Enrollment & Early Admission
- Educator Preparation Institute
- English for Academic Purposes

## Student Orientation

**Instructions**

1. All New and readmitting after one year of separation or if you are changing your degree path this includes Dual enrollment/Collegiate students. **Transient students** are not required to take it.
2. You do not need to see an advisor before taking Student Orientation.
3. Student Orientation takes about one and a half hours. You can pause and take a short break. **Do not skip or exit you will lose your progress and have to restart the orientation.**

## Events

**TODAY**  
MAY 15  
Financial Aid Bookstore Purchase Dates (Summer Session 3, 3A & 8-Week)  
Saturday, 4/27/19 - Wednesday, 5/15/19

**WED**  
MAY 15  
Polk State Financial Aid FAFSA Workshop

**Chat with us!**



# How To Dual Enroll Continued

6. Orientation
7. **Registration** - **Student must meet with Polk State College Advisor to register for the course.** *Students can see on DELTA notifications when High School counselor and administrator have approved the course request.*
  - For courses taken on the GJHS campus: PSC advisers will come to GJHS for a registration event (date/time TBA)
  - For courses taken at the Polk State campus: Students must go to Polk State to meet with an advisor in the Admissions and Registrar's office
8. **Text Books** - **Students** brings 2 copies of their PSC schedule to GJHS: 1 copy to their counselor and 1 copy to Mrs. Iatarola in the Media Center to obtain text books.

# Looking for classes at Polk State.....

The screenshot shows a web browser window with the URL <https://passport.polk.edu/Genes>. The browser tabs include "Polk County Public Schools" and "Polk State College Student ...". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help".

The main content area features a large banner with the word "PASSPORT" in white text on a black background, accompanied by images of a passport and a globe.

Below the banner, there are three main sections:

- Public Access (No Password Required)**
  - [Student Help Using Passport](#)
  - [Faculty Help Using Passport](#)
  - [Corporate and Community Programs](#)
  - [Academic Calendar](#)
  - [Apply to Polk State College](#)
  - [Mobile Web Site](#)
  - [Polk State College Home Page](#)
  - [Polk State College Student Email](#)
  - [Search for Open Courses](#)
  - [GPA Calculator](#)
  - [Admission](#)
  - [Course Descriptions](#)
  - [Basic Course Information \(BCI\)](#)
  - [Course Schedules](#)
  - [College Catalog](#)
  - [FloridaShines](#)
  - [Financial Aid](#)
  - [Apply for a Job](#)
- Student Access (Password Required)**
  - Student ID:
  - Password:
  -
- Staff/Faculty/HS Counselor Access (Password Required)**
  - Logon ID:  Log on with your network ID.
  - Password:
  -

At the bottom of the page, there are links for [Disclaimer](#), [Privacy](#), and [Contact](#).

# Looking for classes at Polk State.....

The screenshot shows a web browser window with the URL <https://passport.polk.edu/Genes>. The browser tabs include "Polk County Public Schools" and "Polk State College - Schedu...". The browser menu bar shows "File Edit View Favorites Tools Help" and "Convert" and "Sele".

The main content area features a large banner with the word "PASSPORT" in white text on a dark background with a passport graphic. Below the banner is a "Home" button.

There is a "Shopping Cart" section showing "Total Classes in Cart: 0" with "edit / view" links.

A "Search Help" section provides instructions: "Enter/select values in any/all of the following fields. Selecting values for 'Days', 'Start Time', 'End Time', 'Course Title' and 'Instructor' will result in longer search time. You can select multiple values for the field 'Subject Area', by holding down the control (Ctrl) key and selecting the required values. [Click here to view complete course descriptions, prerequisites, and more in the Catalog.](#) A link in the course will bring you back to this Search screen."

Below the help text is a list of designations:

- The PAL designation (PL) will no longer show in the schedule. Online classes are distinguished as follows:
- **Web Component** - Applied to hybrid courses. Hybrid courses are courses that have up to 80% of the course online and require some face-to-face meetings.
- **Pure Internet** - Applied to online courses. This class may require exam proctoring at any TLCC, any approved off-campus testing center, or using the online proctoring service (note that not all faculty allow use of the online proctoring service).
- **Online Class - Requires Testing on Polk State Campus** - Applied to online courses that require exam proctoring in the College's TLCC.

The "Class Schedule - Search by Term" section contains the following instructions: "Directions: Complete only the items for which you are interested in searching. NO FIELDS ARE REQUIRED. Press the 'Search Now' button to search for classes matching your criteria."

There are two buttons: "Search Now" for selected course/classes and "Reset Form" to original settings.

The search form includes the following fields:

- Term: Summer 2019 : 05/07/19 to 08/06/19
- Class Status: Open/Available
- Session: All Sessions
- Credit Type: All Credit Types
- Campus: Any (or choose from drop-down list)
- Course Title/ Key Words: [Text Input]
- Course ID/Numbers: [Grid of 5 input boxes]
- Instructor Names: [Text Input]
- Start Time: Any Time
- End Time: Any Time
- Days:  Monday
- AA Electives:  Any Courses

# DE courses at GJHS....

**The following dual enrollment courses are scheduled to be offered at GJHS during the 2019-20 school year:**

**Law and Digital Design: Through Polk State College**

**Electives, Math and English through SOUTHEASTERN UNIVERSITY :**

**College Success, General Leadership \***, Intermediate Algebra, College Algebra, College English

\* Courses are for students who have never had a DE or AP course.

# SOUTHEASTERN UNIVERSITY

## Courses On GJHS Campus

SEU college courses will also appear on your High School Transcript and count toward your High School and College GPA.

We highly encourage you to have college ready scores:  
SAT –ACT or PERT

Registration for SEU classes on GJHS campus takes place here. You must attend the class to receive all the information.

# Next Steps for PSC DE

- Today: [Apply online](#) at [www.polk.edu](http://www.polk.edu)
- Now: [Prepare for PERT](#) with the available study guide
  - See your GJHS counselor for PERT Admission Ticket
  - Leave a copy of your PERT results for your GJHS Counselor
- Complete the Polk State new student orientation at <https://www.polk.edu/admission-aid/student-orientation/>
- For classes at PSC in the Fall 2019-20 registration begins **June 3<sup>th</sup>**
  - Students can meet with their counselor the week of **June 3<sup>rd</sup>** for approval for Fall classes.
  - Application, PERT scores and orientation must be completed prior to meeting with your counselor.
- For classes at GJHS in the Fall 2019-20
  - students need to have the application, PERT scores and orientation completed prior to school starting on **August 12<sup>h</sup>**.

# Dual Enrollment Perk or Pitfall ????

Dual Enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

# Resources!

- <http://www.polk.edu/admission-aid/>
- <http://www.polk.edu/admissions-aid/dual-enrollment-early-admission/>
- <http://www.georgejenkinshs.com/academics/dual.html>
- <http://www.georgejenkinshs.com/academics/testing.html>