

FALL 2017 DUAL ENROLLMENT REGISTRATION INSTRUCTIONS

All the following instructions need to be completed by the first day of school. If you have any questions, please email your guidance counselor.

COUNSELOR	9 th – 11 th
Desmore Peters	A – C
Laura Chancey	D – G
Deborah Wilk	H – LL
Megan Figarella	Loc – Pen
Joanne Collins	Peo – Sil
Denise Norgan	Sim – Z

STEP 1: Register as a Polk State Student

1. Go to <http://www.polk.edu>
2. Click on **Passport** located above the menu bar
3. Click on the link titled **Apply to Polk State College**
4. There are three sections, you will fill out the section titled **New Users**
5. Fill out the fields marked with an * [Email Address, Password, Security Question, Security Answer].
6. Click **Create Login**
7. On the Enrollment Intention screen choose option **5. I am a high school student and want to apply for college credit classes as a dual enrolled student or early admission students**
8. Choose the **20181-Fall Term 2017**
9. Choose the **Lakeland Campus**, click on Next Page
10. On the Student Demographics page fill out the required fields of the Personal Information, Contact Information, Immigration Information, Military Service and Additional Questions, click on Next Page
11. On the Address page fill out the required fields for the Permanent Address and Emergency Address section, click Next Page
12. On the Education page fill out the required information for the High School Information section, this will open another section that has required information that is needed
13. On the Education page fill out the required information for and College Information section, click Next Page
14. On the Program of Study Selection page, choose **High School** as the Degree type and choose **Dual Enrollment** in the Program Title, click Next Page
15. On the Discipline and Conduct History page answer the appropriate response, click Next Page
16. On the Residency Statement page it is important that you choose **NON-FLORIDA RESIDENT. I am NOT claiming in-state residency for tuition purposes** this will allow you to complete the registration process faster and without additional information
17. On the Summary page verify that all of the information is correct and click on **Submit My Application**
18. You will receive will receive a confirmation page that needs to be printed. This page contains your Polk State student ID and password along with your Polk State email.

STEP 2: Obtain PERT Ticket

1. Take your printed Polk State confirmation page with your PSC student ID# to your GJHS guidance counselor in order to receive a PERT Ticket.
2. Keep in mind that counselors will not be available between June 24 – July 29 as they will be on vacation.

STEP 3: Take PERT at Polk State College

1. Go to Polk State College during the following times to take the PERT exam. This is a three part test that takes about two and a half hours to complete. No appointment is necessary.

Lakeland Student Services Building

Monday – Thursday: 8am – 2:30pm

Friday: 8am – 1:30pm

Lakeland TLCC Building

Monday – Thursday: 2:30 – 6:30pm

Saturday: 9am – 10:30am

2. Make sure to take a valid photo ID
3. Take your scores to the guidance office as soon as you take the test. The counselors are required to have scores to approve your course selection(s).

STEP 4: Register with the PCSB system DELTA (Dual Enrollment Link to Advisors Registration System)

Note: This system is not available for the Fall, 2017 SY until after June 6th

1. The student needs to access <https://delta.polk-fl.net> and log in using their student portal username and password
2. Choose the **1718** school year from the drop down box at the top of the screen
3. Click the **Contact Info** button and provide a phone number and/or email address
4. Click the **Course Request** button
5. Click the Add New College button
 - a. Select **Polk State College** for the College Name
 - b. Select **Fall (2017 Term 1)** for the Term
 - c. Select your Guidance Counselor
 - d. Click the **Add Now** button
6. The Student will then have to agree to general terms of District Dual Enrollment by reading and checking the **2 boxes** and clicking the **Submit Approval** button
7. Parents need to log into <https://delta.polk-fl.net> with their Parent Portal login and agree to general terms by reading and checking the **2 boxes** and clicking the **Submit Approval** button
Note: The Parent login needs to be the listed enrolling parent username and password for the Parent Portal. Parents should contact the school for a Parent Portal username and password if needed.
8. The Student needs to choose the course(s) requested for the Term 1, Fall...**For Example:**
DIG 2000: Into to Digital Media
9. The High School counselor and Administrator will approve the course request if you are on the list that I provided for them.
10. Students should sit with their guidance counselor if they are choosing any course(s) through dual enrollment. Just choosing a course will not guarantee that your counselor will approve it. You must meet the GPA requirements as well as having the required PERT test score.