

Dual Enrollment

Step 1 — Meet eligibility requirements

Dual Enrollment — (taking up to 11 credits per term as a part-time student)

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
- 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 at www.polk.edu.

Will receive confirmation email with Polk State ID # within a few days

Step 3 — Submit official scores from an approved placement test - PERT, ACT, or SAT

To take the PERT remotely: students need to email their request to test to DEregistration@polk.edu with the following information:

- Student full name
- Polk State ID#
- Sections of the PERT requesting to take
- Student's high school

It takes up to 2 business days to process the request and 3 business days for the scores to be in the system. Monitor personal and Polk State emails for important testing instructions.

Step 4 — Complete the College's student orientation at www.polk.edu.

will take about 4 days to process & must complete prior to course registration

Step 5 — complete course selection, approval, and registration

Delta approval:

Request the fall 2020-21 term on Delta at delta.polk-fl.net or access this site through Classlink. Log in using the Student Portal username and password

- Click the "Contact Info" button, provide a phone number and/or email
- Click the "Course Requests" button.
- Click the "Add New College" button,
 - § Select "Polk State College" for the College Name,
 - § Select "Spring 2020 -2021 " for the Term,
 - § Select the School Counselor,
 - § Click the "Add Now" button.

- **Student** agrees to general terms of District Dual Enrollment on the first tab AND Polk State on the second tab by reading and checking the **2 boxes** (one on each tab) and clicking the “Submit Approval” button.
- **Parent** logs into Delta on the same website using the Parent Portal log in and password.
- Counselors approves the dual enrollment term
- Student adds course/courses

Finding courses:

Search for courses that count for the AA degree -

http://catalog.polk.edu/preview_program.php?catoid=36&moid=2001&hl=%2211000%22&returnto=search

AA course summary:

- 2 English (ENC1101, ENC1102) **Communication section**
- 3 humanities (including HUM2020 and literature -LIT1000)-
- 2 college level math (not including MAT1033) **math section**
- 2 Social Sciences -Meet the civic literacy req (AMH1020/POS2041)
- 1 **health and Wellness**
- 2 Biological and Physical Sciences **Natural Science section**
- Foreign Language** (is can be 2 yrs at HS, or 2 semesters at college)
- 24 credits of **electives** – in the area of major – look at university requirements for acceptance into major as a transfer student to identify pre-requisite courses needed for entry. These pre-requisite courses are the ‘elective’ courses for the AA degree.

Search for open courses (available times/dates/Professors) -

<https://passport.polk.edu/Genesis/registration/coursesearch.jsp> Also, see directions on the following page. May reference professor reviews at www.ratemyprofessor.com before choosing the course. Make sure the courses are offered at Polk State Lakeland/Winter Haven campus and not another high school.

Registering:

Email student name and Polk State ID # along with requested course name, course code, and reference number to GJHS counselor who forwards request to Polk State registration.

***John Doe (PSC ID #J20000352)** has completed the Delta approvals for 2 Spring courses. Student would prefer the following two courses:*

***ENC 1101**, reference number 089413, the session is 1ST6, the dates are from 5/06/20 to 6/17/20 online class, and the instructor is Costakis, Darlene.*

***THE 1000**, reference number 089409, the session is 1ST6, the dates are from 5/06/20 to 6/17/20 online class, and the instructor is Carbonell, Paul.*

Step 6 — Submit course schedule to high school counselor

Verify courses are correct on passport and confirm with GJHS counselor

Step 7 — Acquire textbooks

Polk State Bookstore is open!! Students who took courses in the Fall (or in Spring/Summer who haven't returned their book) should return their books Nov 30th – Dec 11th.

For students taking Spring courses, materials can be picked up from the bookstore Jan 2nd – Jan 16th with a copy of their Polk State schedule.

INSTRUCTIONS TO LOOK UP COURSE REFERENCE NUMBERS

1. www.polk.edu
2. click on **PASSPORT**

PASSPORT

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

Student Access (Password Required)

Student ID:

PIN:

Staff/Faculty/HS Counselor Access (Password Required)

Logon ID: Log on with your network ID.

Password:

3. Click on **Search for Open Courses**

Class Schedule - Search by Term

Directions: Complete only the items for which you are interested in searching. NO FIELDS ARE REQUIRED. Press the "Search Now" button to search for classes matching your criteria.

for selected course/classes. to original settings.

Term: **Fall 2016 : 08/22/16 to 12/13/16**

Session: All Sessions

Campus: Any (or choose from drop-down list)

Credit Type: All Credit Types

Course Title/ Key Word:

Course ID/Number:

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

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

4. Select **Term**: Fall or Summer 2016

5. Enter **Course ID**
(eg: ENC1102, PSY2012) or **Course title**

Class Schedule - Search by Term

Directions: Complete only the items for which you are interested in searching. NO FIELDS ARE REQUIRED. Press the "Search Now" button to search for classes matching your criteria.

for selected course/classes.

Term: Fall 2016 : 08/22/16 to 12/13/16

Session: All Sessions

Campus: Any (or choose from drop-down list)

Class Status: Open/Available

Credit Type: All Credit Types

6. Click **Search Now**

Course Search

Shopping Cart
Total Classes in Cart: 0
[edit](#) / [view](#)

Found 86 Classes Matchin

| Ref Num | Course ID | Campus | Bldg/Room | Session | Start Date |
|--|-----------|--------|-----------|---------------------------------|------------|
| New Search | | | | | |
| = Course Detail & Fees | | | | | |
| = Book/Materials Requirement | | | | | |
| 070981 | | | | College Composition I : ENC1101 | |
| Special Designators: Course Approved For Dual En | | | | | |
| ass which is not open to the general public. | | | | | |
| 070982 | ENC1101 | | | 12WK | 09/19/16 |
| Special Designators: Course Approved For Dual En | | | | | |
| ass which is not open to the general public. | | | | | |

7. Write down the **Reference Number** that fits your schedule and bring it to a staff member.