

Polk State College Dual Enrollment Instructions

*Steps 1 — 4 are completed once. Step 5 is 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

- Unweighted high school GPA of 3.0
- Placement test at college-level (see chart below)

Step 2 — Complete the Polk State College application

Go to polk.edu and select “apply now” under “admission & aid”

Apply as a non-degree seeking high school dual enrollment student and wait for an email with your student ID number (typically within 5-7 days)

Step 3 — Submit official scores from an approved test

PERT, ACT, or SAT scores are acceptable. Official scores must be sent directly to Polk State College from the respective testing agency. 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. **Your scores cannot be older than two years from the first day of the semester you plan to attend.**

The table below shows the minimum placement scores required for eligibility.

Standardized Assessment	Threshold score needed in <u>Reading</u> for eligibility in non-mathematics and non-science courses	Threshold score needed in <u>Writing</u> or <u>English</u> for eligibility in non-mathematics and non-science courses	Score in <u>Mathematics</u> for eligibility in mathematics or science courses
PSAT	24	25	24
Digital PSAT*	490*	490*	480
ACT	19	17	19
SAT	24	25	24
Digital SAT*	490*	490*	480
PERT	106	103	105

Step 4 — Complete the College's student orientation

Take the **online orientation** through your PSC Canvas account. You will have a registration hold until you complete orientation.

Step 5 — Complete course selection, approval, and registration

- Fill out and submit the approval form to the office. Forms are in the front office.
- Use the student Polk Portal to check your schedule for accuracy.

Instructions to request to take the PERT (if needed):

All PERT testing will be done in-person at one of the College's testing locations.

1. Apply to Polk State College.
2. Once you receive an email with your student ID number (typically within 5-7 days of applying), you can request to take the PERT
3. Students need to email DEregistration@polk.edu to register for the PERT.
4. The subject of the email should be **DE PERT testing**.
5. Students must include the following information in their email:
 - Student full name
 - Polk State ID#
 - Name of the high school
 - Sections of the PERT the student will be taking (Reading, Math, English)
 - Statement that the student is taking the test for dual enrollment purposes