

# DUAL ENROLLMENT PROCEDURES

Students wishing to participate in the Dual Enrollment program need an unweighted GPA of 3.0 or higher. **Freshman** summer requirement is an unweighted GPA of 3.5 or higher. **Seniors** wanting to participate in **Early Admission** need an unweighted GPA of 3.2 or higher.

**All students participating in Dual Enrollment for the first time must have college ready scores on ALL sections of testing.**

	<u>Reading</u>	<u>Math</u>	<u>Writing</u>
PERT	106	114	103
ACT	19	19	17
SAT/PSAT	24	24	25
SAT/PSAT Digital	EBRW – 490		Math - 480

## Eligible math scores for College Algebra (MAC1105):

- PERT: 123+ (Math) / ACT: 20 or higher / SAT/PSAT: 24.5 or higher /SAT/PSAT Digital 490

Dual Enrollment students may take the PERT at Palm Beach State College for free one time only. Request a fee waiver at the Palm Beach State Admissions/Registration counter. Questions regarding PERT testing availability at PBSC can be found at <https://www.palmbeachstate.edu/testing/>

## DUAL ENROLLMENT CHECKLIST

➤ **Step 1: Eligibility:** Do you meet the initial requirements? If so, proceed through Steps 2 & 3. *\*\*\*Seniors planning to participate in **EARLY ADMISSION** must sign additional agreements. Communicate with your counselor before completing the authorization request.*

➤ **Step 2: Application:** Complete the Palm Beach State College “APPLICATION FOR ADMISSION” online at <https://www.palmbeachstate.edu/>. Dual enrollment students are not required to provide documentation of Florida residency nor are they required to fill out the residency affidavit, however, students must apply as either a Florida or non-Florida resident. **Admission category is Non-Degree Seeking Dual Enrollment Student.** Do NOT select First Time in College. Once your application is submitted:

- Set up your PBSC [Workday Student](#) account
- Download the [MyPBSC](#) mobile app
- Request your [Panthercard](#) (PBSC student ID)

➤ **Step 3: Complete Dual Enrollment Orientation in Canvas:** Once you have completed the online application, you will receive an email with your Panther Web Student ID# and Pin#. You then complete the Dual Enrollment Information Session Video: **Link: [Information Session & Dual Enrollment Orientation](#).** **Keep in mind, this will only be for students who are new to the program and have completed an application.**

This is a 2-step process:

- **Step 1** is the 17+ minute video
- **Step 2** is to complete the Dual Enrollment Orientation Canvas Course (After you apply to PBSC)
- Using your PBSC login, login to [Canvas](#) and accept terms and conditions.
- Self-Enroll by [clicking here](#) (PBSC account needs to be setup to access. See Step 1).
- Complete required modules and quizzes.
  - Save a PDF of your orientation completion certificate (needed for step 5)

➤ **Step 4: Complete the JHS Mandatory Information Session w/your Counselor** – This session is REQUIRED for all first time DE students. Please email your counselor to make an appointment. You and your parent/guardian MUST SIGN and return the JHS DE agreement prior to moving to Step 5.

➤ **Step 5: Course selection:** Choose your class(es) you are interested in taking on the Palm Beach State College website [Student Course Search](#) and **complete the Dual Enrollment Request Form AND resign the JHS DE Agreement (page 2)** located on our website (JHS to students/parents to counseling/guidance to “College and More” under “Dual Enrollment”). Make sure that you choose the class(es) that you are qualified to take according to your test scores and the prerequisites for the course.

→ You can look up each class to make sure you’ve met the prerequisites here: [PBSC Current Course Listing](#)

→ We recommend that you take classes that are either **FULL TERM or 12 WEEKS**

→ Not sure what to take? Take a look at the [Dualenroll | Dual Enrollment Approved Courses](#)

Email the Dual Enrollment Request Form AND the signed JHS DE Agreement to your counselor completed with your course choices.

**Please note** the times of the classes you are selecting and make sure they do not interfere with your current JHS school schedule.

➤ **Step 6. Submit required documents in Workday:** Your counselor will complete the **Palm Beach State College Permission & Authorization Form** and email you the form, along with GPA verification, tests scores, etc. for you to submit to PBSC.

- [Dual Enrollment Authorization Form](#): completed by student and signed by High School Counselor and legal guardian (please note: this form is filled out each term)
- Demonstration of college readiness through SAT, ACT, ACCUPLACER and/or PERT
- GPA verification/transcript
- AICE, IB or AP scores for any course that requires a pre-requisite.
- Letter of recommendation from high school principal (Early Admission students only)

\* **ALL Students MUST Submit Their Documents in the Workday Portal Located in the Button Below \***

Once logged into the Workday student portal, students will click "Menu" (located on the top left-hand corner inside of Workday), then click on the "Student Requests" icon/app, then click "Create Request", then type "Dual" and hit the "enter" button. The form should automatically appear and student will need to upload the necessary documentation each term and click the "Submit" button.

[Online Dual Enrollment Authorization Request](#)

➤ **Step 7. Register for Classes: BE SURE TO USE the “Academics” tile, not the “Registration/Drop and Swap” tile to find courses by clicking “Find Course Selections and Register.”** If you use the incorrect tile, you will not have an option to “register” for a course. You will only be able to save the courses to a schedule, but you are not actually “registered.”

**Also, once you click the “Academics” tile, make sure you have “0” “Actions to do” under the left corner titled “Registration Requirements”; otherwise, you will not be able to register for a class. These items must be cleared so that “0” remain.**

Once your documents have been processed, you will receive an email from PBSC in your Workday account letting you know you are okay to register! If you attempt to register before you have received the clearance/approval email, you will receive an error message. Be sure to check out the resources available under **Current PBSC Student**.

IMPORTANT: Use [ratemyprofessor.com](#) to check out each professor and read student reviews... A MUST! ☺ You can also review course syllabi prior to choosing a class.

➤ **Step 8. Obtain your free textbooks** In your PBSC Workday portal once you have registered for your classes, click “view my schedule.” In the upper right corner there is a PDF button. Click on it, download and save your schedule as a PDF file, and **email it to your counselor**.

IMPORTANT: A PDF copy of your schedule **is mandatory for you to have to get your textbook for the course**.

**Textbook Voucher** Once your counselor receives your schedule, he/she will prepare a book voucher for you to pick up in guidance the first week of school in August/January. You must take that textbook voucher to the Lake Worth Booksmart near the main PBSC campus to pick up your textbook. Only textbooks specifically requested by the professor are free of charge. **Booksmart** - 4469 S. Congress Avenue, Suite 116, Lake Worth, Phone: 561-964-0023

### **Return Textbook to Booksmart**

Once you've finished the course, you have 5 days from the last day of class to return the textbook to Booksmart and **GET A RECEIPT for the return. YOU MUST GIVE A COPY OF THAT RECEIPT TO YOUR COUNSELOR TO BE CLEARED FROM THE DISTRICT TEXTBOOK OBLIGATION LIST!**

### **Step 9. Very important FINAL steps**

- Once registered, be sure to view your [Course Syllabus](#)
- Please log in to your Canvas portal on the very first day of class! Even if your class is online, there are important deadlines, homework and discussion boards that will require immediate action on your part to prevent getting withdrawn for nonparticipation. If your class is in person or hybrid, please check your campus map to locate your classroom so you may attend on the first day of class. Students who earn a grade of W, D or F will be disqualified from the program.

### **PBSC Academic Calendar**

All important deadlines may be found in [www.palmbeachstate.edu/academiccalendar](http://www.palmbeachstate.edu/academiccalendar)

This includes:

- **Last day to add/drop without penalty.** To avoid confusion, please remember that this depends on the session date; it is typically the last day of the first week of class. Remember, high school DE students have only a week to add/drop.
- **Last day to withdraw.** Remember that withdrawals (W), D and F grades are grounds for automatic dismissal from the Dual Enrollment program
- **Start and end dates** of each session
- **Holidays and college closing** date

### **Important Notes from PBSC for Summer/fall 2024**

- **Submit documents as soon as possible**  
Submit your documents sooner rather than later, as classes are already filling up quickly. **Definitely make sure it is before the Priority Deadline each term posted on PBSC's academic calendar for that session.**
- Make sure you have the accurate course ID number. This will delay your application otherwise.
- Make sure you are aware of deadlines, how to navigate Workday, etc
- **Can you handle this?**  
Students need to do the step by step as a practice for the independent piece. This is a simple example of what they will be expected to do. If they are reliant on their counselor or their parents to complete this most basic part, perhaps they are not ready to be a dual enrollment student. Expectations will be higher for the student in class.
- **Workday Training:**
  - PBSC is using "Workday", which is still new and can be confusing. This link contains everything students need to know about Workday ("how to" videos and PDF job aids): [Workday Student Training for Students](#)

- **Need Help?**
  - Registration issues? Not getting your pin? Can't access your PBSC email? Please contact PBSC technical support.
  - [Client Portal Home](#)
  - Or call: 561-868-4000
- **Contact Us**
  - For general inquires, please email [dualenrollment@palmbeachstate.edu](mailto:dualenrollment@palmbeachstate.edu).
  - **Daron Ingram, Coordinator**  
[ingramd@palmbeachstate.edu](mailto:ingramd@palmbeachstate.edu)  
**561-993-1076**
  - **Ellen Martinez, Program Assistant**  
[martine1@palmbeachstate.edu](mailto:martine1@palmbeachstate.edu)  
**561-868-3560**
- **Want to Check Out the Different Career Paths Offered at PBSC?**
  - [Career Pathways: The Journey Starts Here](#)

*If you have any questions regarding dual enrollment, please email your school counselor.*