

Palm Beach Virtual School

Guidance Department

Dual Enrollment Checklist

Dual Enrollment Instructions for Palm Beach State College

NEW Dual Enrollment Students – Complete all steps to enroll in dual enrollment courses.

CONTINUING Dual Enrollment students – Start at Step 4 to register for the upcoming semester.

EARLY ADMISSION students – please complete the following agreement and then follow the dual enrollment registration guidelines: [Early Admission Agreement and Checklist](#)

SEE IMPORTANT REGISTRATION DATES AT THE END OF THIS DOCUMENT!

STEP 1: Determine eligibility

Before beginning the process for dual enrollment, make sure that you meet the following requirements.

Cumulative GPA (unweighted): 3.0 or above for Dual Enrollment/ 3.2 or above for Early Admission

Test Scores: You must achieve minimum test scores in all 3 areas, regardless of which class you are planning to take. You may mix test scores from different tests to meet the requirements. Some math classes may require higher math scores.

PSAT or SAT: Reading 24/Writing 25/ Math 24

ACT: English 17 /Reading 19 / Math 19

PERT: Reading 106/ Writing 103 / Math 114

[Testing | Testing & Certification Center](#)

If your PSAT, SAT, or ACT scores do not meet the minimum requirements, you may take the PERT at a Palm Beach State College Testing Center for free. You must first complete your admissions application.

STEP 2: Complete an admissions application on the Palm Beach State College website Palm Beach State College email address. Make note of these for future use..

[Admissions | Admissions Applications](#)

STEP 3: Watch the Dual Enrollment Orientation video

Indicate that you are a high school student seeking dual enrollment. Once you finish the application, you will receive an email that instructs you to set up a Workday account and will be assigned a student ID number and After you have watched the video, you and your parent/guardian must complete the Dual Enrollment Agreement. This is very important information so please read it carefully. Keep in mind that you are starting your college transcript. Print, sign and scan it, then email it to the college at **dualenrollment@palmbeachstate.edu**.

[Dualenroll | Welcome to your Dual Enrollment Orientation!](#)

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NEW and CONTINUING Dual Enrollment students must complete the following steps:

STEP 4: Choose your courses

Select the course(s) you wish to take at Palm Beach State College. You may take a maximum of 2 courses per semester (plus labs). You may choose more than 2 courses for approval in case a course you wish to take is full or isn't offered at a convenient time.

- You are responsible for knowing which high school credit will be awarded for the college course using the following guide (some courses are only .5 high school credit).
[Dual Enrollment Advising Guide](#)
- If you are working towards your Associate of Arts degree, you may wish to consult the A.A. Planning Sheet when selecting your courses. You can also schedule an appointment with an advisor at PBSC.
[A.A. Degree Requirements](#)
- Be aware that some of your AICE or AP exams may satisfy college requirements. Make sure that you aren't duplicating credits that you've already received through these exams.
[Credit by Examination](#)

STEP 5: Obtain approval

High School approval:

NEW DE students must complete the PBC Dual Enrollment Permission Form and email it to your counselor.

[Palm Beach Virtual DE Permission](#)

ALL DE students must complete the PBSC Dual Enrollment Authorization Form including the course numbers that they would like approved. Send this completed form to your high school counselor who will approve the courses, sign off as "Designee" and return the form to you for uploading to the college. (Note: This is NOT your registration for the class. It just indicates approval to take those specific courses.)

[Dual Enrollment Authorization Form](#)

Palm Beach State College clearance:

NEW students – Upload the following documents to PBSC (link below):

- Approved Dual Enrollment Authorization Form
- Proof of current GPA – upload a PDF of your SIS Graduation Requirements screen or transcript
- Proof of test scores – upload a PDF of your detailed SAT or ACT score reports from CollegeBoard.org or ACT.org. If you take the PERT at PBSC, they will provide you with a copy of the score report.

CONTINUING students – Upload your approved Dual Enrollment Authorization Form only.

[Upload Documents to PBSC](#)

STEP 6: Register

Check your Palm Beach State College Workday account 48-72 hours after submitting your paperwork to confirm your clearance to register for classes. You may then register for classes through Workday..

ONCE YOUR HAVE REGISTERED, EMAIL A COPY OF YOUR COLLEGE SCHEDULE TO YOUR PBC COUNSELOR.

Also, print a copy of your schedule and follow the instructions below for obtaining textbooks.

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Important Dates

Summer 2022 Registration OPENS: Monday, March 21, 2022

Fall 2022 Registration OPENS: Monday, April 25, 2022

See the Palm Beach State College Academic Calendar for class start and end dates, drop dates, and withdrawal dates by term.

[PBSC Academic Calendars](#)

Important Reminders

- If you **drop** a class during the add/drop period, it will NOT appear on your transcript or affect your dual enrollment status. Check your schedule for the drop date for each class.
- If you **withdraw** from a class before the withdrawal deadline, you will receive a “W” on your college transcript which could affect college admissions and financial aid. Also, you will not be eligible to enroll in future dual enrollment courses. Make note of withdrawal deadlines per term. You must obtain a withdrawal form from your high school counselor.
- If you fail to drop or withdraw from your class, you may receive an “F” on both your high school and college transcripts.

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DUAL ENROLLMENT STUDENT TEXTBOOK REQUEST FORM

1. Please contact Ms. Holley and set up an appointment to bring a copy of your college schedule to Palm Beach Virtual School to obtain a book voucher to complete.

YOU MUST PRINT THE .PDF VERSION OF YOUR SCHEDULE OR YOUR ENTIRE SCHEDULE WILL NOT BE VISIBLE.

2. Bring the book voucher and a copy of your college schedule to one of the BookSmart locations below and they will provide you with the required textbooks. (Call the number below to check for store hours.)
3. At the end of the term, turn the books back into BookSmart. They will give you 2 receipts. Keep one for your records and give one to your high school counselor (you can email a photo of it if you'd like).

Important Notes Regarding Textbooks:

- DO NOT OPEN ANY SHRINK-WRAPPED MATERIALS UNTIL AFTER YOU HAVE VERIFIED WITH YOUR PROFESSOR THAT THE MATERIALS ARE CORRECT.
- DO NOT THROW ANYTHING AWAY AFTER OPENING A PACKAGE (IT IS MOST LIKELY AN ACCESS CODE REQUIRED FOR YOUR CLASS).
- ALL ACCESS CODES WITH SILVER TAPE OVER THEM NEED TO BE SCRATCHED - - DO NOT PEEL

*****IF THERE IS AN ISSUE REGARDING ANY MATERIAL RECEIVED, CONTACT BOOKSMART DIRECTLY, NOT YOUR SCHOOL or PBSC. or FAU*****

Lake Worth Store:
4469 S. Congress Ave. Ste 116
Lake Worth, FL 33461
(561) 964-0023 (option 2, Customer Service)

Boca Raton Store:
145 NW 20th St.
Boca Raton, FL 33431
(561) 394-6085 (option 2, Customer Service)