

## How to Apply Online to Polk State College—Dual Enrollment

Go to [www.polk.edu](http://www.polk.edu) and click the <Apply Online> button

If you have never applied to Polk State College or tested for Polk State College, use [New Users](#) section.

If you have applied before, please check with a Polk State College representative to verify your Polk State College Student ID.

### **ENROLLMENT INTENTION:**

- Choose option number 5: “I am a high school student and want to apply for college credit classes as a dual enrolled student or early admission student.”
- Select intended start term (Fall, Spring, or Summer and appropriate year) from the drop down menu.
- Select <Lakeland campus> from the “I want to attend” dropdown menu.
- Click <Next Page> button

### **STUDENT DEMOGRAPHICS:**

- Enter student Social Security Number
- Enter First and Last Name (Middle name preferred, but optional)
- Enter Date of Birth, Gender
- Answer “Are you Hispanic/Latino?”
- Choose one or more race categories
- Choose Primary Language
- Choose Country of Birth and Country of Citizenship
- Answer question about First Generation Student (yes if neither parent has a bachelor’s degree or higher)

### **CONTACT INFORMATION:**

- Enter Mailing address including city, state, zip code and country
- Enter Home/Work/Cell phone numbers (must provide at least one)
- Email address – the email address that you entered under New Users should be filled in here.

### **IMMIGRATION INFORMATION:**

- Choose Immigration Status from the drop down menu
  - If U.S. Citizen – automatically populates. Now go to the Military Service section
  - If temporary or permanent resident alien – enter resident alien number (A#)
  - If visa (diplomatic, exchange student, F-1 visa, B-1/2 tourist visa, or visa holder other than F-1), complete visa type, visa issue date and expiration date.

### **MILITARY SERVICE:**

Answer the three questions regarding military service.

Click <Next Page> button

### **PERMANENT ADDRESS:**

If permanent address is the same as the mailing address, check the “Same as mailing” box.

If different enter your street address, city, state, zip code, and country.

### **EMERGENCY CONTACT:**

If the address of your emergency contact is the same as mailing or permanent address, check the “Same as Mailing” box or the “Same as Permanent” box. Complete the name, relationship and home/work/cell phone numbers. If the emergency contact has a different address, please complete the name, relationship, address and phone numbers.

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### **HIGH SCHOOL INFORMATION:**

- Check the first button: “I received, or will receive a High School Diploma.”
- Complete the high school graduation date. If you don’t know the exact date, use June 1 of the year you graduate. Ex: 06/01/20XX
- Click the <Search> button and enter the first word of the name of your high school, and search.
- Choose your high school from the search results.

### **COLLEGE INFORMATION:**

Check the first button: “I have never attended a college before.”

Click <Next Page> button

### **PROGRAM OF STUDY SELECTION:**

- Choose the most appropriate option.
  - If you plan to take classes offered at your high school, choose “Dual Enroll at High School”
  - If you plan to take classes offered on one of the Polk State campuses, choose “Dual Enroll at PSC Campus”

Click <Next Page> button

### **DISCIPLINE AND CONDUCT HISTORY:**

Answer question about discipline and conduct history. If yes, write a brief description of incident and outcome.

Click <Next Page> button

### **RESIDENCY STATEMENT:**

Click: “I am NOT claiming in-state residency for tuition purposes.”

Click <Next Page> button

### **COMPLETE APPLICATION INFORMATION:**

- Review the data on the page; if any errors are present, go to the appropriate section on the left side of the page by clicking on the pencil for that section.
- If data is sufficient and there are no errors that need correcting, click on the <Submit My Application> button at the bottom.

A letter will appear on the screen upon submission of the application. At the top of the letter are your Polk State College Student ID number and a confirmation number. Your PIN is listed in the letter. Your Polk State College ID begins with your first initial followed by 8 digits. The letter will be emailed to the address you provided in the application.

Note your Polk State College student ID here: \_\_\_\_\_