

Registration Begins: \_\_\_\_\_

Classes Begin: \_\_\_\_\_

## **Dual Enrollment Checklist**

\_\_\_\_\_ GPA Requirement (Grades Screen)

- 3.00 GPA

\_\_\_\_\_ Test Scores must be: (Test History Screen)

- **SAT** Reading 24 / Writing 25 / Math 24
- **ACT** English 17 / Reading 19 / Math 19
- **PERT** Reading 106 / Writing 103 / Math 114

\* **Some courses require higher test scores.**

Dual Enrollment students may take the PERT at Palm Beach State College for **free** one time only. First complete the Palm Beach State College Admissions Application and then request a fee waiver at the Palm Beach State Admissions/Registration counter. Hours of operation for the Palm Beach State Testing Center can be found at [www.palmbeachstate.edu/testing](http://www.palmbeachstate.edu/testing).

\_\_\_\_\_ Apply for admission to the college at [www.palmbeachstate.edu](http://www.palmbeachstate.edu). Remember the password you use when you create your account. You will need it for the next step!

\_\_\_\_\_ **\*\*FIRST TIME DUAL ENROLLMENT STUDENTS\*\*** Register for and attend a mandatory PB State College Advising Session. You must preregister through your PantherWeb account. You will need your Palm Beach State student ID number, which you should receive in an email from the college and the password/pin you created when you applied for admission to log on to PantherWeb. Select *Information* at the blue menu bar on the left and go to **Dual Enrollment Information/Advising Sessions** to view the schedule. Students must be pre-registered to attend a session. No walk-ins or late arrivals will be allowed.

\_\_\_\_\_ Meet with your school counselor to complete the ***Palm Beach County Permission & Registration Form***.

\_\_\_\_\_ Take your completed ***Palm Beach County Permission & Registration Form*** with all required signatures (student, parent, high school official) to the Registrar's Office at any Palm Beach State College campus. Your counselor must staple your test scores and proof of GPA to this form and sign it. Allow 48 hours for the college to process your paperwork. Early Admit students must also submit a letter from the principal.

\_\_\_\_\_ At 12:01am on the registration date for high school students, you will be able to go online to register for your classes. <https://www.palmbeachstate.edu/pantherweb/default.aspx>

\_\_\_\_\_ Print a copy of your schedule from your PantherWeb account and give it your school Counselor. You will then be given a ***Book Voucher Form***.

\_\_\_\_\_ Take your ***Book Voucher Form*** to **Booksmart**, which is across the street from Palm Beach State College. Remember to take a copy of your course schedule with you.  
**Booksmart** - 4469 S. Congress Avenue, Suite 116, Lake Worth, Phone: 561-964-0023

\_\_\_\_\_ Make sure you have returned the following **3** items to your school counselor:

- Copy of your course schedule from Palm Beach State College
- Pink copy of your ***Book Voucher Form***.

\_\_\_\_\_ \*After the course is completed, return your books to **Booksmart** within 5 days and bring the return slip and white receipt to your school counselor.