

# PALM BEACH STATE COLLEGE DUAL ENROLLMENT AUTHORIZATION FORM



### Instructions

This form must be completed **every term** for which dual enrollment/early admission is intended and submitted via the student’s WorkDay portal. **Each course listed must be at least three (3) credits, except corequisite labs.** Developmental courses will **NOT** be approved. Courses must be at the 1000 or 2000 level. I understand that it is **my responsibility to register for my classes and secure textbooks** once I have received permission from the dual enrollment office. I also understand that I must attend and participate on the first day of class, and I **will not be permitted to re-enroll in a course if a professor drops me for non-participation or non-attendance.**

### PART 1 – Student Information

Fall     Spring     Summer    Year \_\_\_\_\_

First Name	Last Name	PBSC Student ID	Cumulative Unweighted GPA
Birth Date (MM/DD/YYYY)	Grade Level (during the above-requested term)	HS Grad Date (MM/YY)	

### PART 2 – Course & Counselor Certification

Dual Enrollment     Early Admission

This section must be completed by the student’s guidance counselor or Home Education designee. **Course prerequisites must be completed to be approved for a requested course. Please also list any required co-requisites/labs (i.e., BSC2085L, CHM1045L). Review the academic catalog for course prerequisites, corequisites and, number of credits:**

<https://palmbeachstate.smartcatalogiq.com/en/current/catalog/courses/>

Public/Charter     Private     Home Education     PEP

PBSC Course ID (e.g., ENC1101)	Number of Credits

Name of School	School Counselor Email	Telephone
Name of School Counselor/Designee (Print)	Signature of School Counselor/Designee	Date

### PART 3 – Student & Parent Certification

**Student:** By submitting this request, I understand that I will need to invest the time and energy required to be successful in college courses, **(b)** all grades, including “D, F, and W” for withdrawal, become a part of my permanent high school and college records, and **(c)** dual enrollment students who receive a D, F, or W in a college course are instantly disqualified from the program.

**Parent/Guardian:** By signing this request, you are giving the student permission to participate in the dual enrollment/early admission program, affirm that you have had a conversation with the student about their ability to take and be successful in college classes (i.e., considered their high school course load, athletics, extra-curricular activities, and part-time employment), and understand the implications failing or withdrawing from a course may have on their future educational aspirations (i.e., college admissions, scholarships, and/or financial aid).

Student Name	Student Signature	Date
Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date