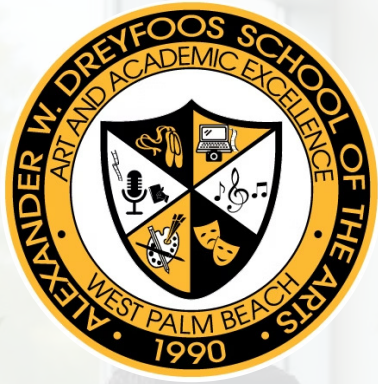




Dreyfoos School of the Arts Dual Enrollment

Dual Enrollment Handbook

A comprehensive guide for students pursuing dual enrollment opportunities at Palm Beach State College (PBSC), Florida Atlantic University (FAU), and University of Florida (UF). This handbook provides essential information about registration processes, requirements, and important deadlines for Fall 2026 dual enrollment courses. For more information, please visit the Dreyfoos School Counseling Site- [Here](#).

Dual Enrollment Requirements

PBSC and FAU Requirements

GPA Requirement

3.0 unweighted GPA Requirement

- Students in grades 6-9 must have earned four (4) high school credits (HS). For FAU- a 3.5 unweighted GPA, two of the four HS credits must be an English Language Arts class and a mathematics class per district requirements. PBSC students- a 3.0 unweighted GPA and 4 HS credits in any course.
- All other dual enrollment requirements must be met including, including demonstrating proficiency by college ready test scores in all areas outlined by FAU and PBSC.

Test Score Requirements

Minimum Test Scores must be: valid two years from the test date

- **SAT** Reading 24 / Writing 25 / Math 24 or PSAT/NMSQT EBRW 490, Math 480 (**download a PSAT pdf report from College Board and email it to your counselor**)
- **ACT** English 17 / Reading 19 / Math 19
- **PERT** Reading 106 / Writing 103 / Math 114- **Onsite & Remote testing is available**

[Test Score Requirement Chart](#)

*** Some courses require higher test scores.** Students may go to the Test Center Information and follow the directions on the site to book an appointment to register for the onsite or remote PERT exam. Students will need to make more than one appointment if they decide to take more than one section of the PERT remotely. Once a student schedules a time to take their PERT section(s), they will be emailed instructions on what to do next. Please be advised students will be taking the test with a live proctor and will need to provide proof of identification (school or state issued ID card), and have a computer with a functional webcam and speakers for remote testing.

[Testing Site](#)

Conditions for Dual Enrollment

Academic Standards

Dual Enrollment (DE) students receive both high school and college credit and grades. This grade becomes part of the **permanent** high school and college transcript. Grades, including *W*, may affect subsequent postsecondary admission.

Credit Hour Limits

Students may take a maximum of 8 credit hours per semester (2 courses) regardless of institutions attended.

DE courses taken outside of PBSC, UF, and FAU must be 3 or more credit hours. The course name will be Out Of State DE; course code- ZZZ9999.

Minimum Grade Requirements

Students must earn a minimum of a *C* in each college course in order to remain eligible for DE. Students who earn a *W*, *D*, or *F* in a college course are **dismissed** from the DE program.

Attendance Policy

Palm Beach State College (PBSC) has a very strict attendance policy. Students can be withdrawn by the instructor for non-attendance. DE students should never stop attending class without first meeting with their high school counselor, professor and completing the PBSC withdrawal request form.

Transportation & Scheduling

Students are responsible for their own transportation. Students must adhere to the Dreyfoos bell schedule when signing up for DE. Before approval of a course, the proximity to the college/university campus must be considered and ample travel time must be allotted

Transfer Credits

Students are encouraged to take classes that fall under the AA (Associate in Arts) Degree for credits to transfer to a university. Students and parents are strongly encouraged to check the Credit by Examination Policy of the future university to determine how the credits will transfer.

Additional Requirements and Responsibilities

Lab Courses

Students who register for a course with a lab component must: 1) enroll and complete the lab portion of the course 2) pass both the course AND the lab with a *C* or better. Earning a *D*, *F*, or *W* on a lab course will result in dismissal from the Dual Enrollment program.

Textbooks & Materials

Once students register for a DE class, they will be able to obtain required books for the course either online or at the campus bookstore. Students who do not return textbooks are dismissed from the DE program and placed on the obligation list.

College Standards

DE students are subject to the rules, regulations, codes of conduct and academic expectations of the college. Course content and discussions will be presented on an adult level.

It is the **student's responsibility** to communicate with the PBSC instructor for a clear understanding of his/her grade. If the student is in jeopardy of earning a *D* or *F*, it is recommended that the student drop the course before the **Last Day to Withdraw** deadline to avoid a *D* or *F* on the transcript. See the academic calendar for dates. [Academic Calendar](#)

It is the student's responsibility to report any accommodations with all documentation needed to the Center for Student Accessibility prior to registration. The School District and Dreyfoos are not responsible for providing this documentation to the Post-Secondary Institution.

The parent/guardian DOES NOT have access to progress reports, grades, assignments/coursework, or college instructors for parent conferences or attendance verification, nor does the School District of Palm Beach County. DE students are college students and FERPA regulations apply.

PBSC Fall 2026 Dual Enrollment Registration

Registration for Fall Dual Enrollment (DE) courses at PBSC opens April 20th, and students can start submitting their fall documents to PBSC now. Interested students must email their counselor the authorization form and other applicable information/documents by May 15th for timely processing before the summer break. **There will be limited dual enrollment assistance once a week during the summer.** The PBSC deadline to submit fall registration documents is August 15th. **If you are taking a dual enrollment class on our Dreyfoos campus, you will receive specific information with instructions for registration prior to the end of summer.** If you have any questions, please reach out to your school counselor by May 15th. Students are strongly encouraged to submit their documents by the deadline in order to register for Full, 12-week, Express A, and B classes.

1 Registration Opens

April 20, 2026 - PBSC Fall DE course registration begins

2 Deadline

August 15, 2026- Guaranteed processing by PBSC

3 Classes Begin

August 21, 2026

Fall 2026 Dual Enrollment Checklist

DE is a commitment; students who earn a W (withdraw), D, or F cannot enroll in a subsequent DE course. Students can take a maximum of 8 credit hours per Fall, Spring, and Summer terms (typically 2 courses). Select the tab below and click on Public and Charter School Student for more information.

Eligibility Requirements and Steps to Enroll



FIRST TIME DUAL ENROLLMENT STUDENTS

Apply for admission to the college; **select the Dual Enrollment Student tab (for the degree question select Non-Degree)**. After you apply, you will be emailed your PBSC ID number and login credentials (remember the password you use when you create your account).

PBSC Admissions Application



Course Registration- The Authorization

Email your school counselor (48 hours prior to the deadline) your PBSC ID number, the name and number of the course you want to take, and complete parts 1 and 3 of this form- [Dual Enrollment Authorization Form](#). Be sure to check the course [catalog](#) for course descriptions, prerequisites and corequisites. (note all classes are not offered each term)

Please leave part 2 blank for counselor approval and allow the counselor 48 hours from receipt to complete your documents (be cognizant of all deadlines and the PBSC academic calendar for timely processing). Course request changes- students must submit a new authorization form for counselor approval with each new course request.



FIRST TIME DUAL ENROLLMENT STUDENTS

Complete the mandatory online PBSC Orientation and the quiz will be completed in the Dual Enrollment Orientation Canvas course . You will need your PBSC log in credentials. All students are encouraged to access and review the Dual Enrollment Orientation.

DE Orientation



Authorization Form Completion

Return the completed authorization form with applicable signatures to your counselor to complete part 2. This form will be returned to you for submission to PBSC through this Workday Portal- [Link](#).

Registration is a two-step process- (1) submit the authorization form, get approval, and then (2) register for the approved class on Workday. To submit your documents- click on the above Workday link then select menu, then academics then 1. Click *Student Requests*, 2. Under Request select *Create Request*, 3. Under Request, type *Dual Enrollment Authorization Request* and answer the questions and upload your required documents.

Document Submission Requirements

Students submit forms on their own through the PBSC Workday Portal. **After submitting the required forms, email the PBSC Advisor, Mr. Garcia at garciab@pbsc.edu to expedite the processing of the forms. Returning students only submit the authorization form from the counselor and the Student Parent Agreement form each semester.**

All Students Submit:

- DE Authorization Form

Authorization Form

- Student Parent Agreement form each semester

Student Parent Agreement Form

New Students Also Submit:

- GPA verification from counselor (transcript)
- ACT/SAT/PSAT-NMSQT, CLT, or PERT Scores
- Applicable AP and AICE Scores
- DE Orientation- See Canvas
- PDF of signed Dual Enrollment Student Parent Agreement

PBSC will send an email to your PBSC email account within 48 business hours to confirm receipt of your authorization form & documents. Then you will receive another email informing you to go online to [Workday](#) to register for your classes.

Course Platform Options

Option 1	Option 2	Option 3
Online-self-paced course online	Live Online- virtual course (students must be present virtually at appointed time)	Face-to Face- in person course at the designated campus

Students should create a Workday account and access training to register for classes- see Workday account instructions in the resources section. The email will notify you to log in to your Workday account and register for your approved classes. After you register, return to your dashboard to see if a schedule was generated. **Note: Students must adhere to the school's bell schedule when signing up for DE; classes should be taken after school hours beginning at 4 pm and students should review the PBSC academic calendar for important dates/deadlines.**

Books, Registration, and Important Dates

Book Procurement

- Books and access codes: All dual enrollment students should go to the PBSC bookstore to purchase materials in person or order online and select store pick up or shipping.
- Please note that materials are often only available at the campus where the course is being taught. Even if the course is online or live online, it will still be based on one of the five campuses.
- Check your schedule in Workday for guidance. Students will be eligible to purchase books approximately 48-72 hours after registration.

Bookstore Info- in person purchase

Bookstore Info- online purchase

Make sure to order or pick up all required materials by the deadlines listed.

Fall 2026 Registration Dates

Classes Begin:

Session 1- 15 weeks: Aug 21

Session 2- Express A: Aug 21

Session 3- 12 Weeks: Sept 14

Session 4- Express B: Oct 19

Last Day to Add/Drop:

Session 1- Aug 27

Session 2 - Aug 23

Session 3 - Sept 16

Session 4- Oct 21

Last Day of Session

Sessions 1, 3, & 4- Dec 10

Express A- Oct 10

*Dates are subject to change

Dual Enrollment Out of State Courses-For a student to be dual enrolled, courses must be taken with a college or university with whom SDPBC has an articulation agreement. Students who choose to take courses at other postsecondary institutions are not considered dually enrolled. In order to receive permission from a non-partnering institution, a student must receive prior approval from the Principal. Criteria for approval for participation in such courses must meet the same requirements as dually enrolled students.

The parent(s) and/or student will be responsible for payment of fees and instructional materials. Excluding the required fees, all other rights and privileges will be afforded these students as those under Dual Enrollment Agreements (Dual Enrollment Articulation Agreement between the School District, Palm Beach State College, and Florida Atlantic University). All courses that are not on the Dual Enrollment Course Equivalency List will be awarded a 0.5 elective credit, which will not meet subject area graduation requirements. Refer to the Dual Enrollment Equivalency List.

DE Equivalency List

Get Involved- There are numerous clubs and organizations on the college campus. Phi Theta Kappa Honor Society-
PTK.org

Resources and Support



Embedded Advisor

Mr. Garcia specializes in Dual Enrollment, Career Pathways, Trade & Industry, Financial Aid and Scholarships, College Applications, and General questions about PBSC.

Contact: garciab@pbsc.edu - On the PBSC Lake Worth Campus - Check QR Code for Availability



Dual Enrollment Questions

Any DE questions can be directed to dualenrollment@palmbeachstate.edu or Mr. Garcia.



Student Learning Center

(tutoring labs)

<https://www.palmbeachstate.edu/slc/contact-us.aspx>



Technical Support

Canvas is the PBSC platform for online, hybrid, and web-component courses. Should students experience issues logging into Workday or Canvas, they can submit a ticket here- [Information Technology \(IT\) department](#)

Additional Resources:

- **Dual Enrollment Questions and the AA Degree-** Dual Enrollment A.A. Degree General Education Checklist- **To verify requirements for the AA Degree, make an appointment with the PBSC Advisor- Mr. Garcia. Check his availability- by scanning the QR code on the flyer or email questions to garciab@pbsc.edu**

AA Degree Checklist

QR Code for Mr. Garcia

- **Steps to Register for Classes through Workday, Create an Account, and Workday Help**

Workday Training

- **See Common DE Courses**

Approved General Education Courses

PBSC Course Catalog

- **Academic Calendar**

Important Deadlines

Dual Enrollment Courses offered at Dreyfoos

Dreyfoos students can take the DE courses below on our campus once they meet the prerequisites and requirements. Most classes are only offered for the respective art area.

Ballet I and Ballet 2- Dance Students only	Fundamentals of Music & Music Theory 1- Music Students only	Calculus 3 & Differential Equations- open to all
Creative Writing & Fiction Writing- Communications Students only	Theater Appreciation- Theater Students only	

FAU Dual Enrollment Information



- The Application
- Registration Process
- Important Deadlines
- Course Restrictions
- Textbooks

To expedite processing, please submit all your documents at one time. The OwlDocs Portal supports uploading multiple documents at once. Be sure all required documents are complete and submitted together to prevent your application from being marked incomplete.

[Florida Atlantic University Site](#)

Term	Application Cycle**
Fall 2026	Monday, May 11 - Friday, June 5, 2026
Spring 2027	Monday, September 21 - Friday, November 6, 2026

***Dates are subject to change*

Students may not register for:

- Courses that are less than three credits without a corresponding lab
- Courses graded pass/fail or satisfactory/unsatisfactory
- Directed independent study courses
- Study abroad courses
- Graduate level courses (These are 5000 – 8000 level courses.)

Dual Enrollment students can take the following courses in the College of Business:

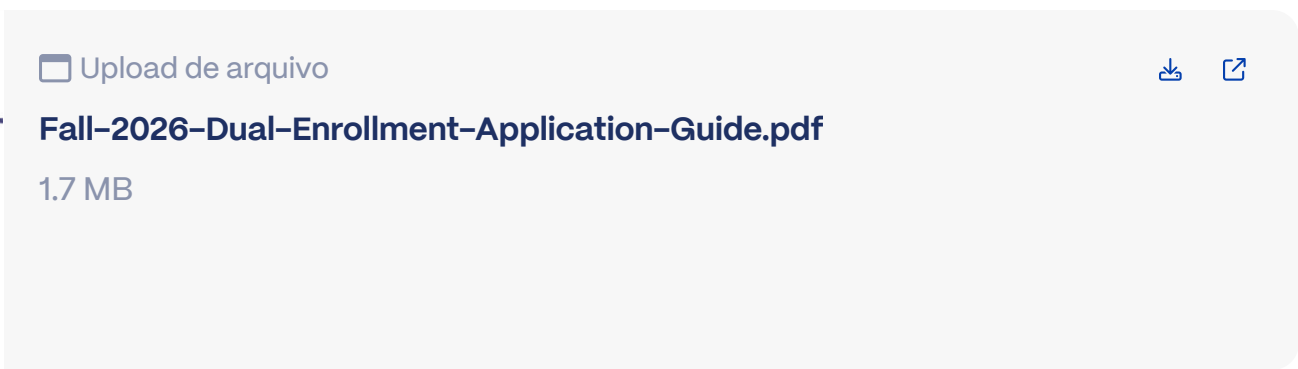
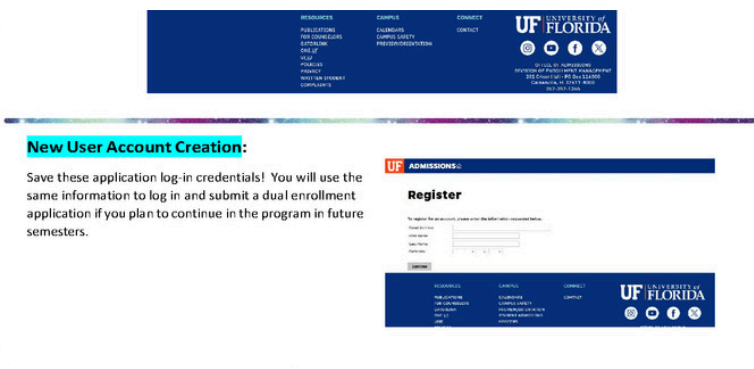
- ECO 2013: Macroeconomics
- ECO 2023: Microeconomics
- GEB 2011: Introduction to Business
- ISM 2000: Information Systems Fundamentals

Textbooks- Students can visit the FAU bookstore with their FAU schedule and Z number.

Summer Courses- Students are limited to 4 credit hours for the summer.

UF Dual Enrollment

University of Florida (UF) **Fall Dual Enrollment**. Please reference the information below for fall and spring enrollment (note UF Dual Enrollment does not operate during the summer). The Fall application is open and the deadline is April 27, 2026.



University of Florida Site

Grade Level



Juniors and Seniors

Online Courses



Rigorous Courses

Requirements



3.6 unweighted GPA

Minimum Test Scores

Test Score Requirements

PSAT/NMSQT	SAT	ACT	CLT
1130	1100	22	72