Online Dual Enrollment Request Form – Student

1. Prior to starting the Dual Enrollment Request Form the following steps must be completed:
	1. Submit an Online Dual Enrollment Admissions Application (only new students/readmissions).
		1. <https://cpnta.phsc.edu/dualapp/English/WDEAI.aspx>
	2. Log into WISE to obtain your myPHSC username and ID number for your default password (only if you have not already changed your myPHSC password).
		1. <https://cpnta.phsc.edu/csrs/English/WEBON.aspx>
	3. Go to the Self Service Password Reset system (SSPR) to change your myPHSC password (only if you have not already changed your myPHSC password).
		1. <https://mysspr.phsc.edu/sspr/private/Login>
2. Begin the Dynamic Forms process.
	1. Click on link: <https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=PHSC2ldap&TargetResource=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FShowForm.aspx%3FRequestedDynamicFormTemplate%3Dcb26b2da-941e-422c-9e2f-dbe28c04475a>



* 1. Log in with your myPHSC username and password
	2. Click on “Complete this Form”



* 1. Enter your parent/guardian’s name and email address.
	2. Select your High School Counselor and PHSC Academic Advisor.
	3. Click Continue.



* 1. Enter your District Student Number, Grade, High School County, High School, Anticipated Graduation Date and Intended Major on the Dual Enrollment Request Form. *Note: You must type in your intended major for the university / college you plan to attend after high school graduation.*
	2. Please read the Terms and Conditions, select “accept “and click “Next”.



* 1. Click “Next”. ***This page is for high school use only.***



* 1. Click “Next”. ***This page is for PHSC use only.***



* 1. Submit your electronic signature. 

*Note: The student will receive an email confirmation that the Dual Enrollment Request Form has been submitted for processing.*

*Note: The student’s parent/guardian will receive an email notification with instructions to complete the Dual Enrollment Terms and Conditions.*

You can also select View Form PDF.



*Note: Email confirmations will be sent to your PHSC email only.*

*Note: Students should review the “How to Register for Classes Using WISE” YouTube Video.*

*https://www.youtube.com/watch?v=8lyMsmT2B1g*