



Summer Dual Enrollment Online Registration & Course Request Worksheet

Dear Parent/Guardian:

Pasco-Hernando State College (PHSC) initiated a new online Dual Enrollment (DE) application/registration process in the Spring Term of 2018 for 12th grade students. For the summer term and all terms moving forward this process will be open to all eligible students. **DE students may only register for Term III which runs May 7th – July 17th and can enroll in no more than 8 credit hours.**

The summer process is as follows:

1. New DE students complete an online application at <https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx>.
2. Students complete this DE Course Request Planning Worksheet (bottom) and return it to their High School Counselor **by March 16th for review and approval/denial.**
3. All currently enrolled 10th and 11th grade DE students must log-in to digitally sign the Terms and Conditions online **by March 30th**. <https://tinyurl.com/y6wnd2sf>
4. Parents receive an email notification and must log-in to digitally sign the Terms and Conditions for their child's participation in the DE Program **by April 6th**. (NOTE: Please check your spam folder for emails from ngwebsolutions if this email isn't in your inbox)
5. High School Counselors process the enrollment requests and submit supporting documentation online **by April 13th**.
6. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **April 20th**. This email will be sent to each student's PHSC email address.
7. Students log into their PHSC WISE account and register, following the dates and times below, for approved courses.

Current 11 th Grade Students			
Credits Earned	Web Registration	On Campus Registration	Time
45+	April 24, 2018	April 10 th – April 23 rd	By appointment only April 10 – April 23. Web registration beginning at 8:00am on April 24 th .
30+	April 24, 2018	Not Available	8:00 am
15+	April 24, 2018	Not Available	9:00 am
1+	April 24, 2018	Not Available	10:00 am
First time	April 24, 2018	Not Available	11:00 am
Current 10 th Grade Students			
Credits Earned	Web Registration	On Campus Registration	Time
45+	April 25, 2018	April 10 th – April 24 th	By appointment only April 10 – April 24. Web registration beginning at 8:00am on April 25 th .
30+	April 25, 2018	Not Available	8:00 am
15+	April 25, 2018	Not Available	9:00 am
1+	April 25, 2018	Not Available	10:00 am
First time	April 25, 2018	Not Available	11:00 am

The PHSC course schedule must not conflict with the high school course schedule.



Dual Enrollment Course Request Planning Worksheet

Complete the form below to select your DE courses and alternates. PLEASE PRINT CLEARLY.

District Student ID Number _____ Current Grade _____ High School _____

Last Name _____ First Name _____

Please circle a Program of Study: Associates in Arts Degree or Associates in Science Degree

Intended Major: (Ex. Engineering, Education, Pre-Med etc.) _____

Parent email Address: _____

Parent Signature: _____

PHSC Course #	COURSE TITLE	COURSE TAKEN VIRTUALLY THROUGH PHSC	COURSE TAKEN FACE TO FACE AT PHSC
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Submit to School Counselor