



Pasco High School

Preparing All Students for Challenging Opportunities

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Kari A. Kadlub, Principal

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May 18, 2018

Dear PHS Students and Parents/Guardians,

Welcome to Dual Enrollment Registration at Pasco High School! This registration is only for rising **sophomores, juniors and seniors** who intend to take Dual Enrollment classes at PHSC during Fall 2018.

We want this process to go as quickly and smoothly as possible so that students can register for PHSC classes beginning July 31st for seniors, August 1st for Juniors, and August 2nd for Sophomores.

We will have an information session for students on May 22nd at 2pm in the IRC to answer any questions pertaining to dual enrollment. Parents are welcome to attend.

The requirements for dual enrollment include:

- PHSC application for admission (completed online)
- PERT/ACT/SAT passing scores
- Unweighted cumulative GPA of 3.0 or above

If you have completed all the requirements necessary for taking Dual Enrollment classes, you will be allowed to pick up your registration packet starting May 21st and sign up for an appointment time with your school counselor at the guidance secretary's desk. These appointments are only to help the students complete their paperwork and have everything ready to go when they register online July 31st (Seniors Only), August 1st (Juniors Only) and August 2nd (Sophomores Only).

Please speak with Ms. Benke our guidance secretary to schedule an appointment with your counselor. Appointments will be scheduled for May 31st-June 6th. Please do not be late for your appointment as you will only have 15 minutes.

When you meet with your counselor, please make sure you have filled out your dual enrollment worksheet with courses you are anticipating wanting to register for in addition to alternative courses in the event your classes are full.

**** Important! Before your appointment with your counselor follow these steps ****

1. Visit the PHSC website: <https://info.phsc.edu> then choose "Fall 2018" and select the campus you wish to take classes at (East campus is the closest) and press "Search" to find available courses for Dual Enrollment during the 2018-2019 school year.
2. Fill out Dual Enrollment course request worksheet with your preferred PHSC classes.
3. Include the course number, title, and alternates
4. Be sure to follow the steps for filling out your dynamic form online at <https://tinyurl.com/ya53w926>
5. If it is your first time registering, please start here <https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx>.
And then complete the dynamic form online at <https://tinyurl.com/ya53w926>

*****These steps are very important for the registration process. Without these steps, you will not be able to register for classes July 31st-August 2nd (see below) *****

Note: Juniors and seniors can take a maximum of 16 credit hours per semester at PHSC. Sophomores can take a maximum of 7 credit hours per semester at PHSC.

Rising Seniors

Credits Earned	Web Registration	On Campus Registration	Time
45+	July 31, 2018	May 14 th – July 30 th	By appointment only May 14 th – July 30 th . Web registration beginning at 8:00am on July 31 st .
30+	July 31, 2018	Not Available	8:00 am
15+	July 31, 2018	Not Available	9:00 am
1+	July 31, 2018	Not Available	10:00 am
First time	July 31, 2018	Not Available	11:00 am

Rising Juniors

Credits Earned	Web Registration	On Campus Registration	Time
45+	August 1, 2018	May 14 th – July 31 st	By appointment only May 14 th – July 31 st . Web registration beginning at 8:00am on August 1 st .
30+	August 1, 2018	Not Available	8:00 am
15+	August 1, 2018	Not Available	9:00 am
1+	August 1, 2018	Not Available	10:00 am
First time	August 1, 2018	Not Available	11:00 am

Rising Sophomores

Credits Earned

45+	August 2, 2018	May 14 th – August 1 st	By appointment only May 14 th – August 1 st . Web registration beginning at 8:00am on August 2 nd .
30+	August 2, 2018	Not Available	8:00 am
15+	August 2, 2018	Not Available	9:00 am
1+	August 2, 2018	Not Available	10:00 am
First time	August 2, 2018	Not Available	11:00 am

Information on the requirements for an A.A. degree can be found by visiting <http://phsc.edu/associate-arts-degree/curriculum-and-requirements>

Finally, due to the restrictions from **Florida's Class Size Law**, when you meet with your counselor you cannot plan to rearrange your PHS schedule to accommodate the PHSC courses at specific times you prefer, you must choose PHSC courses and times that work around your PHS schedule.

Thank you for your participation in this process and we hope you have a wonderful school year!

Sincerely,

Pasco High School Counseling Team