Step by Step DE Instructions- Seniors Spring 2018:

1. Meet all Dual Enrollment entrance requirements

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| Need:3.0 Unweighted GPAPassing PERT/ACT/SAT Scores(if you’re not sure if you’ve met requirements please meet with your counselor before making your DE appointment) |

1. Sign up for Dual Enrollment appointment, pick up DE packet, and PASS
2. Follow instruction in DE packet to create and online account for registration.
3. Parents check for email from PHSC and follow instructions to create parent account and give parental permission (instructions also in packet)
4. Go to PHSC course selection website (in packet) and fill out draft DE form

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| Remember:Pick alternates courses!Steps 1-5 must be completed prior to meeting with counselor! |

1. Bring filled out DE packet and test scores if applicable to appointment with PHS counselor.
2. Counselor will enter student information and approval for courses online.
3. Students will log in to their PHSC student account and register for courses on November 29th. Registration times are based on credits and can be found on the PHSC website.

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| Remember:Check your WISE account regularly (before and after your registration date) to view their registration status.  |