Step by Step DE Instructions Juniors and Sophomores:

1. Meet all Dual Enrollment entrance requirements

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| Need:  3.0 Unweighted GPA  Passing PERT/ACT/SAT Scores  See attached |

1. Sign up for Dual Enrollment appointment, pick up DE packet, and PASS at guidance desk.
2. Go to PHSC course selection website (in packet) and fill out draft DE form

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| Remember:  Pick alternates courses! |

1. If new to DE, fill out PHSC application (located in DE packet)
2. Bring filled out DE packet, registration DRAFT form and test scores if applicable to appointment with PHS counselor
3. Get official Dual enrollment course request form filled out by counselor.
4. Get parent signature on Dual Enrollment course request form filled out with PHS counselor.
5. Bring course request form to PHSC on designated time/day ( Check PHSC website)

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| Remember:  Bring ID  Make sure the form has a parent signature  Bring completed application (if new to DE), test scores, GPA print out, and transcript if needed |