**SENIOR DUAL ENROLLMENT REGISTRATION**

ATTENTION: This process is only for **Senior Students** who want to take Dual Enrollment classes

at PHSC for Spring Term 2018.\*\*

1. Student submits Dual Enrollment Request Form via Dynamic Forms.\*

<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. Parent completes Dual Enrollment Request Form, this can only be done after student has completed step 1. Parent will receive an email request with a link to complete their part of the registration form.
2. High School Counselor will complete Dual Enrollment Request Form, once notified student and parent have completed their forms.
3. PHSC Academic Advisor will issue final approval/denial; the student will receive an email

confirmation with the list of approved courses.

1. On November 29, 2017 student will register online via WISE, time to register is based upon number of credit hours earned.
2. Student prints out schedule from WISE and submits a copy to their High School Counselor.

**\*\*Ms. Armstrong will be available on Friday, November 10, 2017 in the Guidance Office to assist students in this process as well as with their course selections.**

**\*New dual enrollment seniors** need to complete the dual enrollment application online before beginning the above process.

 <https://cpnta.phsc.edu/dualapp/English/WDEAI.aspx>