



Fall 2018 Dual Enrollment Online Registration & Course Request Worksheet

Dear Parent/Guardian:

Pasco-Hernando State College (PHSC) utilizes an online Dual Enrollment (DE) application/registration process. This process is now open to all eligible students.

The Fall process is as follows:

1. New DE students complete an online application at <https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx>.
2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and return it to their High School Counselor/School Administrator **by June 7th for review and approval/denial**. All potential DE students must log-in to digitally sign the Terms and Conditions online **by June 14th** using this link: <https://tinyurl.com/ya53w926>.
3. 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 June 21st**. (NOTE: Please check your spam folder for emails from ngwebsolutions if this email isn't in your inbox)
4. High School Counselors process the enrollment requests and submit supporting documentation online **by June 28th**.
5. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **July 12th**. This email will be sent to each student's PHSC email address.
6. Students log into their PHSC WISE account and register, following the dates and times below, for approved courses. **The deadlines indicated above must be met in order to access online registration during the dates and times outlined below.**

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			
Credits Earned	Web Registration	On Campus Registration	Time
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

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	COURSE TAKEN ON THE HIGH SCHOOL CAMPUS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Submit to School Counselor