![Pasco County Schools logo] ![Pasco-Hernando State College logo]

Fall 2019 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. The deadline for the application is **August 18th**.
2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor **b**y **June 21st.** Students and parents must log-in to digitally sign the Terms and Conditions online and to enter the courses from their Course Request Planning Worksheet. Access to the Terms and Conditions and the Online Dual Enrollment Request Form will be available on **May 16th** via the PHSC website: https://admissions.phsc.edu/start/high-school/dual-enroll/charter-public.
3. High School Counselors approve or deny the requests **July 8th**.
4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **July 22nd.** This email will be sent to each student's PHSC email address.
5. 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. Students who do not meet deadlines may experience a delay in the process beyond the initial registration window.**

12th Graders			
Credits Earned	**Web Registration**	**On Campus Registration**	**Time**
45+	July 29, 2019	May 13th – July 28th	By appointment only May 13th – July 28th. Web registration beginning at 8:00am on July 29th.
30+	July 29, 2019	Not Available	8:00 am
15+	July 29, 2019	Not Available	9:00 am
1+	July 29, 2019	Not Available	10:00 am
First time	July 29, 2019	Not Available	11:00 am
11th Graders			
Credits Earned	**Web Registration**	**On Campus Registration**	**Time**
45+	July 30, 2019	May 13th – July 29th	By appointment only May 13th – July 29th. Web registration beginning at 8:00am on July 30th.
30+	July 30, 2019	Not Available	8:00 am
15+	July 30, 2019	Not Available	9:00 am
1+	July 30, 2019	Not Available	10:00 am
First time	July 30, 2019	Not Available	11:00 am
10th Graders			
Credits Earned	**Web Registration**	**On Campus Registration**	**Time**
45+	July 31, 2019	May 13th – July 30th	By appointment only May 13th – July 30th. Web registration beginning at 8:00am on July 31st.
30+	July 31, 2019	Not Available	8:00 am
15+	July 31, 2019	Not Available	9:00 am
1+	July 31, 2019	Not Available	10:00 am
First Time	July 31, 2019	Not Available	11:00 am
9th Graders			
Credits Earned	**Web Registration**	**On Campus Registration**	**Time**
45+	August 1, 2019	May 13th – July 31st	By appointment only May 13th – July 31st. Web registration beginning at 8:00am on August 1st.
30+	August 1, 2019	Not Available	8:00 am
15+	August 1, 2019	Not Available	9:00 am
1+	August 1, 2019	Not Available	10:00 am
First Time	August 1, 2019	Not Available	11:00 am

Dual Enrollment Course Request Planning Worksheet

Complete the form below to select your DE courses and alternates. When completing the form put all options you are interested in/eligible for below. For each course listed indicate all instructional formats (online and/or face to face) with which you are comfortable, as to increase the amount of options available during registration. Completion of the PHSC online readiness course is required prior to enrolling in any online dual enrollment courses.

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.) _____

PHSC Course #	COURSE TITLE	ONLINE AT PHSC	FACE to FACE AT PHSC	HIGH SCHOOL CAMPUS