

# Online Dual Enrollment Request Form – Student

1. Prior to starting the Dual Enrollment Request Form the following steps must be completed:
  - a. Submit an Online Dual Enrollment Admissions Application (only new students/readmissions).
    - i. <https://cpnta.phsc.edu/dualapp/English/WDEAI.aspx>
  - b. Log into WISE to obtain your myPHSC username and ID number for your default password (only if you have not already changed your myPHSC password).
    - i. <https://cpnta.phsc.edu/csrs/English/WEBON.aspx>
  - c. Go to the Self Service Password Reset system (SSPR) to change your myPHSC password (only if you have not already changed your myPHSC password).
    - i. <https://mysspr.phsc.edu/sspr/private/Login>
2. Begin the Dynamic Forms process.
  - a. Click on link:  
<https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=PHSC2Idap&TargetResource=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FShowForm.aspx%3FRequestedDynamicFormTemplate%3Dcb26b2da-941e-422c-9e2f-dbe28c04475a>
    - i. This link may also be found on the PHSC website:
      1. Go to [phsc.edu](http://phsc.edu)
      2. Click “Admissions” from the Main Menu at the top of the page.
      3. Scroll down the page and click “How to Apply”.
      4. Click “Dual Enrollment Online Registration” from the left hand Page Menu.
      5. Under Step 4, click the link for the Online Request Form (Terms and Conditions).

***For technical assistance, contact the Help Desk at (727) 816-3311.***

- b. Log in with your myPHSC username and password.

Enter your myPHSC Login ID and Password

Login ID

Password

[Sign In](#)

**How to Login**

1. Access [WISE](#) for your myPHSC login ID.
2. In the login box to the left, enter your myPHSC Login ID.  
Login ID = PHSC Mail address before @  
ABC1234@student.phsc.edu  
Login ID = ABC1234
3. Your default password can be found on the WISE Home page under your myPHSC Login ID.
4. Change your default password by following these step-by-step [instructions](#).

**Information regarding scholarship awards will be sent via PHSC Mail.** It is the responsibility of students to check their PHSC Mail accounts regularly.

Please contact the myPHSC Help Desk at 727-816-3311 (Monday-Friday 8:00 a.m. - 4:30 p.m.), the Information Center at 727-847-2727 (Monday-Thursday 8:00 a.m.- 7:30 p.m. and Friday 8:00 a.m. - 4:30 p.m.) or send an email to the Student Help Desk at [helpdesk@phsc.edu](mailto:helpdesk@phsc.edu) with your name and myPHSC login ID for assistance.


For more information regarding PHSC Mail, [click here](#).

- c. Click on “Complete this Form”.
- i. If you have already begun this process and have a form in progress, you may click on “View Pending Forms” to continue where you left off.
  - ii. Once you begin the form, you may stop and save your progress at any time by clicking “Save Progress” at the bottom of the page.

## Welcome to Dynamic Forms

Let's get started, Jan.

The [Summer 2019 DE Request Form](#) form needs to be completed.

 [Complete This Form](#)

You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

d. On the next page (as seen below) complete the following:

- i. Enter your parent/guardian's name and email address.
- ii. Select your High School Counselor and PHSC Academic Advisor.
- iii. Click Continue.

Dear Student,

Before you are directed to your form, you must first provide contact information for:

1. Your Parent(s)
2. Your high school Counselor
3. The PHSC Advisor who corresponds with your high school

Your parent(s), high school Counselor and PHSC Advisor will receive an email inviting them to review and electronically sign this document after you have completed your portion.

Please follow these simple steps:

1. Enter your Parent's email address in the Form Participants section.
3. Select your high school from the provided list to indicate the appropriate high school Counselor.
4. Select your high school from the (second) provided list to indicate the appropriate PHSC Advisor.
5. Click "Continue" to begin completing your sections.

Thank you!  
Hernando County School District  
Pasco County Schools  
Pasco-Hernando State College

#### Form Participants

##### Parent

First Name

Last Name

Email

##### High School Counselor

Please select

Contact information is in the format Description: Last Name, First Name

##### PHSC

Please select

Contact information is in the format Description: Last Name, First Name

Continue

- e. Enter your District Student Number, Grade, High School County, High School, Anticipated Graduation Date, and Intended Major on the Dual Enrollment Request Form as seen below.  
*Note: You must type in your intended major for the university / college you plan to attend after high school graduation.*
- f. Please read the terms and conditions of the Dual Enrollment Registration Request Form. Select the check box next to “I, the **Student**, accept and agree to the terms above.” and click “Next”.



## Summer 2019 Semester Dual Enrollment Request

District School Board of Pasco County - Hernando County School District - Pasco Hernando State College

This form is to be used by students meeting Dual Enrollment GPA and test requirements.

District Student #:	<input type="text"/>	PHSC Student ID #:	<input type="text"/>	Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>		
Grade:	<input type="text"/>	High School County:	<input type="text"/>		
High School:					
Anticipated High School Graduation Date:	<input type="text"/>	<input type="text"/>			
Intended Major or Program of Study:	<input type="text"/>				
School Counselor Approve/Deny* <input type="text"/>					

### Dual Enrollment Registration Terms and Conditions

*I hereby certify that the student is eligible to participate in dual enrollment and will abide by the following:*

- I understand that the Dual Enrollment Agreement is effective August of each year, and we will abide by the policies and procedures regarding admission and eligibility for continuous enrollment in the [Dual Enrollment Program](#).
- I understand that the student must abide by the policies and timelines of the District and of PHSC (including course withdrawal and drop).
- I understand that the student must abide by PHSC's Student Code of Conduct as outlined in the Catalog and Student Handbook.
- I understand that the student is highly encouraged to meet with a PHSC advisor prior to registering for classes for post-secondary academic planning.
- I understand that the course availability is first-come, first-serve. Therefore, an approved course does not guarantee enrollment in the course.
- I understand the transfer of dual enrollment credits are subject to the approval of each college or university.
- I understand that credits will be used to fulfill high school graduation requirements and/or college or technical credits.
- I understand that the student is permitted to register online based on the total number of credit hours completed at PHSC on the designated date/time.
- I understand that the student must complete the Online Readiness Course prior to enrolling in an online class. The Online Readiness Course is available in the student's Canvas account via myPHSC on the [PHSC website](#).
- I understand that, due to Family Educational Rights and Privacy Act (FERPA), PHSC is unable to release **any** information to parents regarding the student's account with PHSC even if the student is under 18 years old.
- I understand that students who pass the AP, ACE, IB and CLEP exams are not permitted to take equivalent dual enrollment courses for a grade or for high school credit.
- I understand that transportation to and from the PHSC campus is the responsibility of the student/family.

- \* ☐ I, the **Student**, accept and agree to the terms above.
- \* ☐ I, the **Parent**, accept and agree to the terms above.

Please Click Next to Complete the Form

<input type="button" value="Save Progress"/>	<input type="button" value="Next"/>
--	-------------------------------------

g. Complete the following by selecting your courses and Campus, then click "Next".

**TO BE COMPLETED BY STUDENTS, SCHOOL COUNSELOR AND PHSC ADVISOR PER THE PLANNING WORKSHEET**

**STUDENTS - SELECT YOUR COURSES FROM THE LIST - YOU SHOULD ADD UP TO 14 AVAILABLE COURSES**  
**PARENTS - PLEASE REVIEW THE COURSES YOUR STUDENT HAS SELECTED**

I request dual enrollment in the following college-level courses that meet graduation requirements: (Max 16 credits per semester, max 7 credits in summer terms)

Please note: Please select course number from the course # list.

Last Name:  First Name:  PHSC Student ID Number

Please Select the Term \*  -- Please Select --

\*Acknowledgement Statement: You are highly encouraged to select up to 14 courses on this form. If a course is full when you are registering, \* ☐ and no other courses have been approved, you will need to complete a new form with additional courses.

For Campus - By choosing On Campus or Online, you will be able to register for either Online or On Campus course sections.

Summer 2019 PHSC Course #	Campus	Counselor Decision	PHSC Advisor Decision	PHSC Advisor Decision Reason
* -- Please Select --	* -- Please Select --	Deny? <input type="text"/>	* -- Please Select --	
-- Please Select --				
-- Please Select --				
-- Please Select --				
-- Please Select --				
-- Please Select --				
-- Please Select --				
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-- Please Select --				

\* ☐ I certify that the courses listed above meet high school graduation requirements.

**Dual Enrollment Registration Terms and Conditions**

*I hereby certify that the student is eligible to participate in dual enrollment and will abide by the following:*

- I understand the student must meet PHSC dual enrollment criteria in order to participate in the program.
- I verify to the best of my knowledge that the student has not passed any AP, ACE, IB or CLEP exam that is equivalent to the approved DE course(s), so as to avoid duplicate credit per Florida Statutes, Chapter 1007.272.

\* ☐ I, the high school Counselor, accept and agree to the terms above.

High School Counselor First Name:  High School Counselor Last Name:

High School Counselor Final Decision:  -- Please Select --

Please Click Next to Complete the Form

- h. Submit your electronic signature by typing your first and last name as it displays on the page and clicking “Sign Electronically”. *Note: Please be aware that your request form will not be processed if you do not submit your electronic signature.*

## Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the “Sign Electronically” button to save your information and submit your electronic signature.

Previous

Sign Electronically

If you opt-out of the electronic signature process, the student's Online Dual Enrollment Request form will not be processed.

[Opt out and print](#)

- i. Once you electronically sign the form, you will receive the following confirmation message. You have the option to view a PDF of the form and save/print it by clicking “View Form PDF”.



Your Dual Enrollment Request form has been submitted for approval by your parent(s). Please let your parent(s) know to check their email so they can approve your Dual Enrollment Request Form. After your parent(s) have signed the form, your School Counselor will receive an email so they can review your form. After your form is approved by PHSC, you will receive an email with the courses that have been approved, and the dates of registration.

[View Form PDF](#)

3. You will then receive an email confirmation that the Dual Enrollment Request Form has been submitted for processing. *Note: Email confirmations will be sent to your PHSC email only.*

**forms@phsc.edu**

Sun 3/3/2019 11:19 AM



[Redacted]

[Redacted]

This email is a confirmation of receipt of the Dual Enrollment Request Form submitted for participating in the online dual enrollment process. You will receive an email confirmation when your request has been processed by your parent, high school counselor and your PHSC Academic Advisor. Please refer to the Dual Enrollment Online Registration & Course Request Worksheet for registration dates and times.

Best Wishes,  
Hernando County School District  
Pasco County Schools  
Pasco-Hernando State College

*Note: Your parent/guardian will receive an email notification with instructions to complete the Dual Enrollment Terms and Conditions.*

4. After your parent/guardian has completed their part of the form, you will receive the following email confirmation:

forms@phsc.edu

Sun 3/3/2019 11:41 AM



[Redacted]

[Redacted] has completed their portion of the Summer 2019 DE Request Form form.

Please visit your Dynamic Forms home page by clicking [here](#).

5. After your High School Counselor has completed their part of the form, you will receive the following email confirmation:



forms@phsc.edu

Sun 3/3/2019 11:59 AM



[Redacted]

Greetings [Redacted]

Your request for dual enrollment has been reviewed by your high school Counselor. **Your request has been Approved for eligibility and your form has been Approved.**

If your request was approved, it has been forwarded to a PHSC Advisor for their review and approval.

If your request was denied, you do not meet the minimum requirements for dual enrollment. Eligible students must have a minimum unweighted grade point average of 3.0 and college level test scores in reading and writing. The dual enrollment agreement can be accessed at <https://phsc.edu/explore-programs/dual-enrollment>. Please schedule an appointment with me to review the dual enrollment requirements.

Sincerely,

[Redacted]

Please visit your Dynamic Forms home page by clicking [here](#).

6. After your PHSC Academic Advisor has completed their part of the form, you will receive an email showing your requested courses, registration dates, and next steps. An example of this email is as follows:

"We have reviewed your request for Dual Enrollment at Pasco-Hernando State College. **Your request has been** Approved.

If your request has been approved, please see the list below indicating which dual enrollment courses you have been approved to register for:

ACG2021 Approved

Registration begins on April 22nd for Juniors and April 23rd for Sophomores.

For Each Day this is the schedule	
30 + Credit Hours	8:00 am
15 + Credit Hours	9:00 am
1 + Credit Hours	10:00 am
First time Students	11:00 am

Registration/adding a course must be completed prior to the first class meeting. Classes may not be added after the class meets. Last day to add an online class is Wednesday, May 10 at 8:59 p.m.

Please click the links for information regarding [FAQ's](#) for the [online registration process](#). In addition, you may visit any Pasco-Hernando State College Advising Office to register for classes on the designated [dual enrollment registration dates](#).

If your request was denied, we found that you are ineligible for dual enrollment based on one or more of the following reasons:

1. Minimum unweighted grade point average not met (3.0 GPA minimum)
2. Minimum test scores in reading, writing, and/or math not met
3. Prerequisite not met for a class(es) you wish to take
4. Exceeded the maximum number of dual enrollment credit hours allowed based on math test scores
5. Requesting to take a course previously attempted



Any dual enrollment student planning to take an online course is required to complete the Online Readiness Course. The Online Readiness Course is located in Canvas (via myPHSC).

Effective Fall 2019 (2020-1) **ALL** dual enrollment students are required to complete an Online New Student Orientation Course before completing 15 credit hours. An advising hold will be placed on all dual enrollment students accounts until the Online New Student Orientation Course requirement has been satisfied.

Please see your high school counselor for further assistance.

Best Wishes,  
Academic Advisor, Pasco-Hernando State College

Please visit your Dynamic Forms home page by clicking [here](#). "

7. If approved, you may then visit WISE to register for your class(es) during the [designated registration period](#) **only if your course(s) is being taken Face-to-Face on a PHSC campus or online through PHSC. Students taking their classes at the high school do not need to register for their courses through WISE, as registration is handled by the high school.**

*Note: Please review the "How to Register for Classes at PHSC Using WISE" YouTube Video:*

<https://www.youtube.com/watch?v=xqu9RFbp2WY&t=1s>

8. If not approved, review the emails from your parent/guardian, High School Counselor, and PHSC Academic Advisor to determine which aspect(s) of the form were rejected and by whom. Correct/resolve the reasons for denial as appropriate and resubmit your form. You may contact the respective individual(s) for further details.