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 **b**y **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.**

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| **Rising Seniors** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+  | July 31, 2018 | May 14th – July 30th  | By appointment only May 14th – July 30th.Web registration beginning at 8:00am on July 31st.  |
| 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 14th – July 31st  | By appointment only May 14th – July 31st.Web registration beginning at 8:00am on August 1st.  |
| 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** |
| 45+  | August 2, 2018  | May 14th – August 1st  | By appointment only May 14th – August 1st. Web registration beginning at 8:00am on August 2nd.  |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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. |  |  |  |  |
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| 7 |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |
| 13. |  |  |  |  |
| 14. |  |  |  |  |

**Submit to School Counselor**