

## Summer 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. Summer Dual Enrollment is open to current 10<sup>th</sup> and 11<sup>th</sup> grade students who meet eligibility criteria. **DE students may only register for Term III which runs May 6<sup>th</sup> – July 16<sup>th</sup> and can enroll in no more than 8 credit hours. The Summer process is as follows:** 

- 1. New DE students complete an online application at <a href="https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx">https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx</a>. The deadline for the application is May 3<sup>rd</sup>.
- 2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor by March 15<sup>th</sup> for review and approval/denial. 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 March 5<sup>th</sup> via the PHSC website: https://admissions.phsc.edu/getting-started/dual-enrollment-online-registration.
- **3.** High School Counselors approve or deny the requests **April 3**<sup>rd</sup>.
- **4.** Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **April 15**th. 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 registration process beyond the initial registration window.

Current 11 <sup>th</sup> graders							
Credits Earned	Web Registration	On Campus Registration	Time				
45+	April 22, 2019	April 2 <sup>nd</sup> – April 21 <sup>st</sup>	By appointment only April 2 <sup>nd</sup> – April 21 <sup>st</sup> . Web registration				
			beginning at 8:00am on April 22 <sup>nd</sup> .				
30+	April 22, 2019	Not Available	8:00 am				
15+	April 22, 2019	Not Available	9:00 am				
1+	April 22, 2019	Not Available	10:00 am				
First time	April 22, 2019	Not Available	11:00 am				
Current 10 <sup>th</sup> graders							
Credits Earned	Web Registration	On Campus Registration	Time				
45+	April 23, 2019	April 2 <sup>nd</sup> – April 22 <sup>nd</sup>	By appointment only April 2 <sup>nd</sup> – April 22 <sup>nd</sup> . Web registration				
			beginning at 8:00am on April 23 <sup>rd</sup> .				
30+	April 23, 2019	Not Available	8:00 am				
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1+	April 23, 2019	Not Available	10:00 am				
First time	April 23, 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		