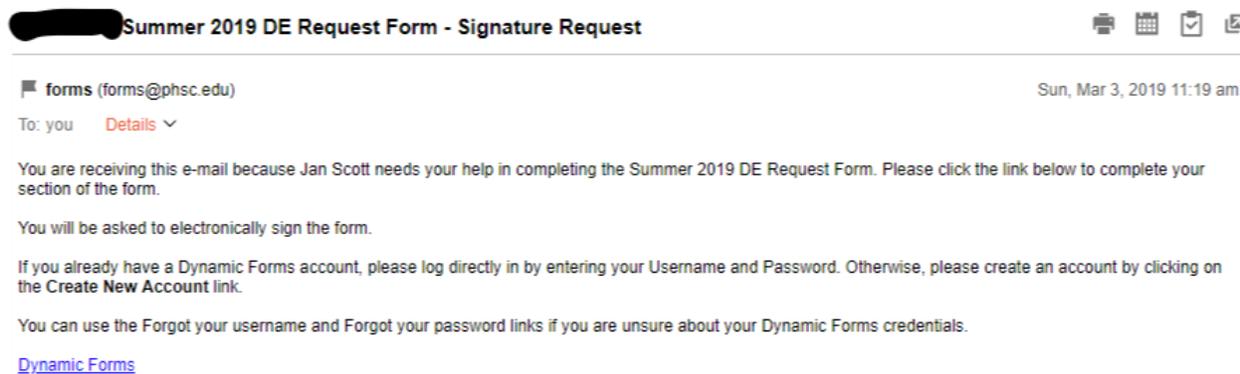


Online Dual Enrollment Request Form – Parent/Guardian

Please note that these instructions are for the parent/guardian of the prospective Dual Enrollment student and these forms must be completed and signed by the parent/guardian only.

1. After your student completes their part of the form, you will receive an email with a link to complete your part of the Dual Enrollment Request Form. Click on the link provided in the email. *Note: If email confirmation is not received, check spam for an email from ngwebsolutions.*



2. You will then be presented the login page for Dynamic Forms.

The screenshot shows a login form with a light gray header containing the text "Log In". Below the header are two input fields: "User Name" and "Password". Underneath the "Password" field is a dark gray button with the text "Log In" in white. At the bottom of the form are three links: "Create New Account", "Forgot User Name?", and "Forgot Your Password?".

- a. If this is the first time you are completing the online process, you will have to create a new account by clicking on the "Create New Account" link (go to Step 3).
- b. If you are a returning parent and have forgotten your username or password, you may click one of the other links as appropriate (skip to Step 4).
- c. If you already have an account and know your login information, log in using the username and password previously created (skip to Step 5).

Note: Please be aware that this is not a PHSC website and we cannot assist you with the account login.

3. Fill out the “Create New Account” page.

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *	<input type="text" value="test acc1"/> <small>Username restrictions:</small> <ul style="list-style-type: none">• Must be at least 8 characters long• Must contain at least one letter.
Set Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/> <small>Password restrictions:</small> <ul style="list-style-type: none">• Must be at least 8 characters long• Cannot contain your username.• Must contain 3 of the 4 types of characters below:<ul style="list-style-type: none">◦ upper case letters◦ lower case letters◦ numbers◦ special characters: @ & \$
First Name *	<input type="text" value="Janice"/>
Last Name *	<input type="text" value="Doe"/>
E-mail Address *	<input type="text" value="....."/>
Confirm E-mail Address *	<input type="text" value="....."/>
Secret Question *	<input type="text" value="What is your grandmother's first name on your Mom's side?"/>
Secret Question Answer*	<input type="text" value="test questions"/>
Answer Hint *	<input type="text" value="test hint"/>

- a. Click on “Create Account”. An email will be sent to you from notify@ngwebsolutions.com. Verify your account by clicking “Activate your account”.



Create a new account

Verify your email

We sent an email to:@gmail.com

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

Activate your account

Inbox x



notify@ngwebsolutions.com

to me

Hello Janice, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

[Activate your account](#)

- b. You will enter your username and password. *Note: Passwords are case sensitive.*

Log In

Sign in to complete the **Dual Enrollment Request - District School Board of Pasco County - Hernando County School District - Pasco Hernando State College** form as requested by **Pasco-Hernando State College**.

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

- c. You will need to confirm your identity by answering your security question. *(This will happen if you are a new user or a returning user that did not click on "This is my device").* Click Log In. (skip to Step 5)

Log In

Sign in to complete the **Dual Enrollment Request - District School Board of Pasco County - Hernando County School District - Pasco Hernando State College** form as requested by **Pasco-Hernando State College**.

Welcome back [redacted]. As an additional security step, we require you to answer the security question you answered when creating your account.

What is your grandmother's first name on your Mom's side?

[Having trouble with your security question? Click here for more options.](#)

This is my device

By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

Log In

4. If you do not remember your username or password:
 - a. If you do not remember your username, click on “Forgot User Name?” and you will be prompted to enter the email address that was used for a prior form.

Forgot your user name?

If you've forgotten your user name, please enter your email address below and click "Submit". We will respond by email with the username on file.

Retrieve User Name

Registered e-mail for this account:

Other options:

- [Try to sign in again](#)
- [Create a new account](#)

- b. If you do not remember your password, click on “Forgot Your Password?” and you will be prompted to enter the email address that was used for a prior form.

Forgot your password?

If you've forgotten your password, please enter your e-mail below and click "Submit". We will email you with a link to reset your password.

Retrieve Password

Registered e-mail for this account:

Other options:

- [Try to sign in again](#)
- [Create a new account](#)

- c. An email will be sent to you to retrieve your username or password. Follow the link provided and follow the prompts as necessary. Log in and go to step 5 below.

5. You are now logged in and can complete your part of the Dual Enrollment Request form by clicking on “Complete This Form”. 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.

Welcome to Dynamic Forms

Let's get started, Jan.

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



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

Thank you for using Dynamic Forms!

6. Please read the terms and conditions of the Dual Enrollment Registration Request Form as seen below. Select the box next to “I, the **Parent**, accept and agree to the terms above.” and click “Next”.
 - a. You may stop and save your progress at any time by clicking “Save Progress” at the bottom of each page.
 - b. You have the option to reject your student’s application at any time by clicking “Reject” at the bottom of each page.



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"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>
Grade:	<input type="text" value="11"/>	High School County:	<input type="text" value="Pasco"/>
High School:	<input type="text" value="PASCO HIGH SCHOOL"/>		
Anticipated High School Graduation Date:	<input type="text" value="June"/>	<input type="text" value="2020"/>	
Intended Major or Program of Study:	<input type="text" value="IT"/>		
Middle Name: <input type="text"/>			

School Counselor Approve/Deny *

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

7. Here you may review which courses your student has selected. Click "Next" to continue.

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:

*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
<input type="text" value="ACG2021 -Principles of Financial Accounting"/>	<input type="text" value="PHSC - On Campus or Online"/>	<input type="text" value="Deny?"/>	<input type="text" value="-- Please Select --"/>	
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
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<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- 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 Click Next to Complete the Form

- 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 student's 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.

Janice	Doe
<input type="text" value="Janice"/>	<input type="text" value="Doe"/>
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>

If you would like to [opt out](#) of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

- 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 student's Dual Enrollment Request form has been submitted for approval by the School Counselor. After the School Counselor has approved the form, the form will then be reviewed by a PHSC Academic Advisor. After the PHSC Academic Advisor has approved the courses for your student, an email will be sent to your student with the courses they are approved to take and the dates of registration.

[View Form PDF](#)

- After you have approved your student's form, you will receive an email confirmation that the Dual Enrollment Request Form has been submitted for processing.

PHSC Dual Enrollment Request for [REDACTED]

forms (forms@phsc.edu)

To: you [Details](#) ▼

Dear [REDACTED]

This email is a confirmation of receipt of the Dual Enrollment Request Form submitted for [REDACTED] participation in the online dual enrollment process. 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

11. Your student's High School Counselor will then receive an email confirming the form has been completed and approved by the student and parent/guardian, and will complete their portion of the form.
12. Your student's PHSC Academic Advisor will then receive an email confirming the form has been completed and approved by the student, parent/guardian, and High School Counselor, and will complete their portion of the form.
13. Your student will receive email confirmations when their parent/guardian, High School Counselor, and PHSC Academic Advisor have each completed their forms. Once they receive the final approval from the PHSC Academic Advisor, they will receive an email with their requested courses, registration dates, and next steps.
 - a. If approved, your student may then visit WISE to register for their class(es) during the [designated registration period](#) **only if their 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 encourage your student to review the "How to Register for Classes at PHSC Using WISE" YouTube Video:

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

- b. If not approved, your student will need to review the emails from their parent/guardian, High School Counselor, and PHSC Academic Advisor to determine which aspect(s) of the form were rejected and by whom. They then must correct/resolve the reasons for denial as appropriate and resubmit the form. They may contact the respective individual(s) for further details.
 - i. Once your student resubmits their form, you must complete this process again to approve of their corrections.