Spring 2022 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 Spring process is as follows**:

1. New DE students complete an online application at <https://100891engagecms.campusnexus.cloud/custom-portal/user-profile/login?ReturnUrl=https%3a%2f%2f100891engagecms.campusnexus.cloud%2f>

The deadline for the application is **January 5, 2022**.

2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor **by November 2nd.** 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 is available via the PHSC website: <https://admissions.phsc.edu/start/high-school/dual-enroll/charter-public>.

* + **Dual Enrollment courses offered on a student’s high school campus must be taken at the high school and not on the PHSC campus.**
	+ **Pasco eSchool is offering CGS 1100, GEB 1011, GEB 2112, SPC 2608, SPN 1120, and SPN 1121 in the Spring. Students who are interested in taking one or more of these courses should plan to take the course through eSchool UNLESS their high school offers the course on campus.**

3. High School Counselors approve or deny the requests **November 5th**.

4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **November 15th.** This email will be sent to each student’s PHSC email address.

5. Students will register through their student portal and WISE, on the 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.***

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| **12th Graders** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+ | October 26th  | Not Available | Web registration beginning at 8:00am on October 26th  |
| 30+ | November 16th  | Not Available | 8:00 am |
| 15+ | November 16th | Not Available | 9:00 am |
| 1+ | November 16th | Not Available | 10:00 am |
| First time | November 16th | Not Available | 11:00 am |
| **11th Graders** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+ | October 26th  | Not Available | Web registration beginning at 8:00am on October 26th |
| 30+ | November 17th | Not Available | 8:00 am |
| 15+ | November 17th | Not Available | 9:00 am |
| 1+ | November 17th | Not Available | 10:00 am |
|  First Time | November 17h | Not Available | 11:00 am |

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| **10th Graders** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+ | October 26th  | Not Available | Web registration beginning at 8:00am on October 26th |
| 30+ | November 18th | Not Available | 8:00 am  |
| 15+ | November 18th | Not Available | 9:00 am |
| 1+ | November 18th | Not Available | 10:00 am |
| First Time | November 18th | Not Available | 11:00 am |
| **9th Graders** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+ | October 26, 2021 | Not Available | Web registration beginning at 8:00am on October 26th |
| 30+ | November 19th | Not Available | 8:00 am |
| 15+ | November 19th | Not Available | 9:00 am |
| 1+ | November 19th | Not Available | 10:00 am |
|  First Time | November 19th | 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. **For courses you wish to take via Pasco eSchool please select “high school campus” when completing the form below and the dual enrollment registration form.** 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.) \_

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| **COURSE TITLE** | **ONLINE AT****PHSC** | **FACE TO FACE AT PHSC** | **HIGH SCHOOL CAMPUS****(select this option for Pasco eSchool courses as well)** |
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