Summer 2022: Term III Only (May 9th – July 14th)

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 Summer 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 **May 4, 2022**

2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor **by April 1st .** 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>.

3. High School Counselors approve or deny the requests by **April 14th**.

4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **April 25th.**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.***

**\*9th, 10th, and 11th graders with 45+ hours may register beginning April 4th @ 8AM. These students should meet with counselors as soon as possible to begin the registration process.**

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|  **11th Graders (Max of 8 credit hours, online and/or on PHSC campus, in summer term III ONLY)** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 30+ | April 27th  | Not Available | 8:00 am |
| 15+ | April 27th | Not Available | 9:00 am |
| 1+ | April 27th | Not Available | 10:00 am |
|  First Time | April 27th | Not Available | 11:00 am |

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|  **10th Graders (Max of 7 credit hours, online and/or on PHSC campus, in summer term III ONLY)** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 30+ | April 28th | Not Available | 8:00 am  |
| 15+ | April 28th | Not Available | 9:00 am |
| 1+ | April 28th | Not Available | 10:00 am |
| First Time | April 28th | Not Available | 11:00 am |

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|  **9th Graders (Max of 3 credit hours, online ONLY, in summer term III ONLY)** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 30+ | April 29th | Not Available | 8:00 am  |
| 15+ | April 29th | Not Available | 9:00 am |
| 1+ | April 29th | Not Available | 10:00 am |
| First Time | April 29th | 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.) \_

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| **COURSE TITLE** | **ONLINE AT****PHSC (Grade 9,10, 11)** | **FACE TO FACE AT PHSC (Grade 10, 11)** |
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