Summer Dual Enrollment Online Registration & Course Request Worksheet

Dear Parent/Guardian:

Pasco-Hernando State College (PHSC) initiated a new online Dual Enrollment (DE) application/registration process in the Spring Term of 2018 for 12th grade students. For the summer term and all terms moving forward this process will be open to all eligible students. **DE students may only register for Term III which runs May 7th – July 17th 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 <https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx>.
2. Students complete this DE Course Request Planning Worksheet (bottom) and return it to their High School Counselor **b**y **March 16th for review and approval/denial.**
3. All currently enrolled 10th and 11th grade DE students must log-in to digitally sign the Terms and Conditions online **by March 30th**. [**https://tinyurl.com/y6wnd2sf**](https://tinyurl.com/y6wnd2sf)
4. 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 April 6th**. (NOTE: Please check your spam folder for emails from ngwebsolutions if this email isn’t in your inbox)
5. High School Counselors process the enrollment requests and submit supporting documentation online **by April 13th**.
6. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **April 20th.** This email will be sent to each student’s PHSC email address.
7. Students log into their PHSC WISE account and register, following the dates and times below, for approved courses.

|  |
| --- |
| **Current 11th Grade Students** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+  | April 24, 2018 | April 10th – April 23rd  | By appointment only April 10 – April 23.Web registration beginning at 8:00am on April 24th.  |
| 30+ | April 24, 2018 | Not Available | 8:00 am |
| 15+ | April 24, 2018 | Not Available | 9:00 am |
| 1+ | April 24, 2018 | Not Available | 10:00 am |
| First time | April 24, 2018 | Not Available | 11:00 am |
| **Current 10th Grade Students** |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+  | April 25, 2018 | April 10th – April 24th | By appointment only April 10 – April 24.Web registration beginning at 8:00am on April 25th.  |
| 30+ | April 25, 2018 | Not Available | 8:00 am |
| 15+ | April 25, 2018 | Not Available | 9:00 am |
| 1+ | April 25, 2018 | Not Available | 10:00 am |
| First time | April 25, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **PHSC Course #** | **COURSE TITLE** | **COURSE TAKEN VIRTUALLY THROUGH PHSC** | **COURSE TAKEN FACE TO FACE AT PHSC** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |

**Submit to School Counselor**