



12th Grade Dual Enrollment Online Registration & Course Request Worksheet

Dear Parent/Guardian:

Pasco-Hernando State College (PHSC) has initiated a new online Dual Enrollment (DE) application/registration process effective this Spring Term, 2018 for **12th grade students only**. This process will expand to all grade levels next school year. The new process is as follows:

1. New DE students complete an online application at <https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx> beginning **October 23rd**.
2. All 12th grade DE students complete this DE Course Request Planning Worksheet (bottom) and return it to their High School Counselor **by October 31st for review and approval/denial**.
3. All 12th grade DE students must log-in to digitally sign the Terms and Conditions (DE Enrollment Request Form) online **by November 9th**.
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 November 14th**.
5. High School Counselors process the enrollment requests and submit supporting documentation **by November 17th**.
6. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **November 27th**. This email will be sent to each student's PHSC email address.
7. Students log into their PHSC WISE account and register for those courses approved to be taken on a PHSC Campus.

| Credits Earned | Web Registration | On Campus Registration | Time |
|----------------|-------------------|------------------------|--|
| 45+ | November 29, 2017 | Oct 31–November 28 | By appointment only Oct 31 – Nov 28 OR online beginning at 8:00am on Nov 29 |
| 30+ | November 29, 2017 | Not Available | 8:00 am |
| 15+ | November 29, 2017 | Not Available | 9:00 am |
| 1+ | November 29, 2017 | Not Available | 10:00 am |
| First time | November 29, 2017 | Not Available | 11:00 am |

***The PHSC course schedule must not conflict with the high school course schedule.**

8. The courses taken at the high school will be noted on the students' list of approved courses. However, students will not need to register for these classes as this will be done by the PHSC Academic Advisor at a later date.

Dual Enrollment Course Request Planning Worksheet

Complete the form below to select your DE courses and alternates. PLEASE PRINT CLEARLY.

District Student ID Number _____ 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 | COURSE TAKEN AT HS | COURSE TAKEN AT PHSC |
|---------------|--------------|--------------------|----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |

Parent email Address: _____

Submit to School Counselor