DE Registration Process: Spring 2022

Please go to the Pasco **County Schools Dual** Enrollment website.

Click on **Spring 2022 Dual Enrollment Online Registration Worksheet** under the Registration tab.



NEWS PARENTS STUDENTS EMPLOYEES SCHOOLS DEPARTMENTS Search:

Leading and Learning

Dual Enrollment



What is Dual Enrollment?

Dual enrollment is an acceleration program that allows students to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an industry certification or an associate or baccalaureate degree at a Florida public or eligible private postsecondary institution. If you have questions about dual enrollment, please contact your school counselor. For more information, please visit the PHSC website.

COVID- 19 Dual Enrollment Updates

PHSC Expects Face Masks / Face Coverings to be worn indoors by faculty, staff, students, and campus visitors at all PHSC locations. Face coverings should also be worn by all participants at all indoor College hosted off-campus events, meetings, and activities. When working alone in offices, classrooms, or other rooms on campus, it is not necessary to wear masks. However, masks should be readily available and worn as soon as anyone enters the room or workspace

Vaccinated individuals - Optional while outdoors

Unvaccinated individuals - Encouraged while outdoors.

Social distancing practices will be implemented at all PHSC locations whenever possible, indoors, and outdoors and at any College-hosted off-campus events and activities. Self-Screening is essential. Faculty, staff, and students should not report to work, attend classes, or visit any PHSC location if experiencing fever, a cough or difficulty breathing. Communicate with instructors or supervisor immediately to report absences. Additional details can be found here.

Registration Textbooks Grades Planning Resources Eligibility Criteria

Spring 2022 Registration

Eligible dual enrollment students should utilize the Spring 2022 Dual Enrollment Online Registration Worksheet to find important dates and to make plans for Spring dual enrollment coursework. In order for students to be able to register online during their

Department Navigation



- . Leading and Learning Home
- Department Contacts

Pasco Science & Engineering Showcase

- Florida Standards

My Development Opportunities

- · Certificate Info

Important Links

- Florida Standards in your child's
- . Elementary Curriculum Guides
- Pasco Secondary Course Progressions







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:

- New DE students complete an online application at https://100891engagecms.campusnexus.cloud%2f
 The deadline for the application is January5, 2002.
- Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor by November 2^{nd.} 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 9th.
- 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.
- 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.



**If students want to take SPC 2608, they must take it at JWMHS since we offer it on campus.

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 Nan	ne	
Please circle a Program of Study: Assoc	ciates in Arts Degree or Ass	sociates in Science Degr	ree
Intended Major: (Ex. Engineering, Educ	ation, Pre-Med etc.)		
COURSE TITLE	ONLINE AT PHSC	FACE TO FACE AT PHSC	HIGH SCHOOL CAMPUS (select this option for Pasco eSchool courses as well)

Use the planning worksheet to help you decide which classes to take and the location you would like to take them.

DE Classes at JWMHS

Fall:

English Comp 1
College Algebra
Intro to Public Speaking
Individual Discovery
College Study Skills
American Federal Gov't

Spring:

English Comp 2
Pre-Calculus w/Trig
Intro to Public Speaking
Art Appreciation
College Study Skills



DE Classes via Pasco eSchool

Fall & Spring:

CGS 1100: Computer Microapplications

GEB 1011: Intro to Business

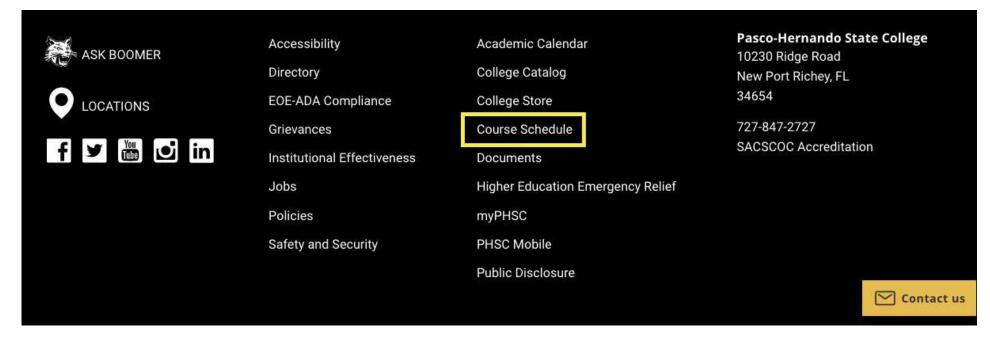
GEB 2122: Intro to Business & Entrepreneurship

SPN 1120: Beginning Spanish 1

SPN 1121: Beginning Spanish 2

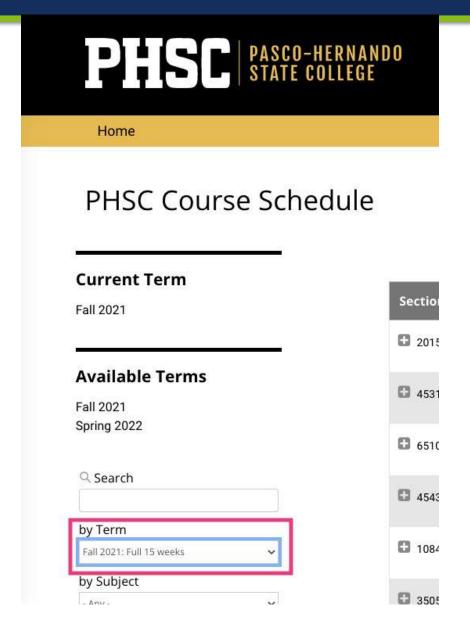
Students taking a DE class via eSchool must list the course location as "High School Campus" & let their counselor know so an additional registration step can be completed.

 Go to PHSC.edu & scroll to the bottom of the page to find the Course Schedule.



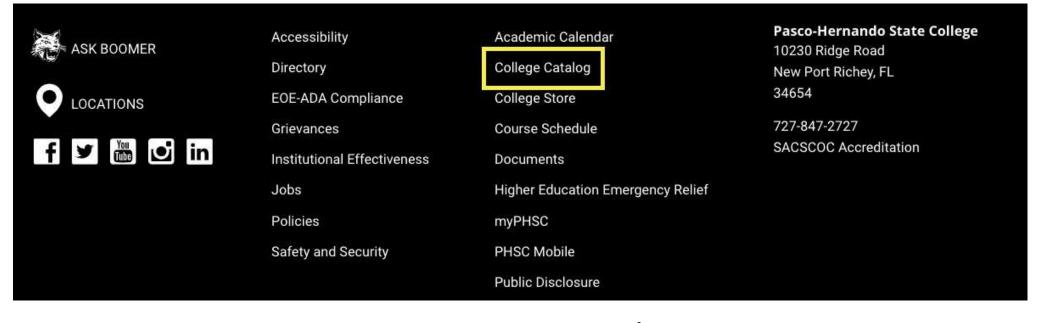


- Change the term to Spring 2022.
- Students are only allowed to take Full 15-week classes in Fall/Spring and 10-week classes in Summer.

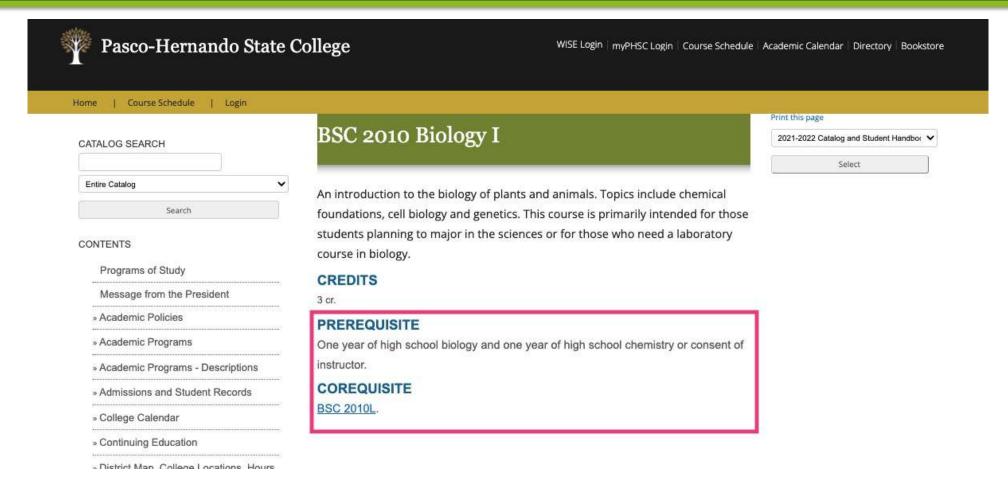




• It is the responsibility of the student to check the Course Catalog for each course to make sure that they meet the pre-reqs/co-reqs for the course.



If you do not meet the pre-reqs/co-reqs for the course, your request will not be approved.





In order to be approved for this course, both BSC 2010 **AND BSC 2010L must be listed on the online Dynamic Form since the lab is a COREQUISITE.

Dual Enrollment Course Request Planning Worksheet

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Intended Major: (Ex. Engineering, Educ	ation, Pre-Med etc.)		
COURSE TITLE	ONLINE AT PHSC	FACE TO FACE AT PHSC	HIGH SCHOOL CAMPUS (select this option for Pasco eSchool courses as well)

Use the planning worksheet to help you decide which classes to take and the location you would like to take them.





Spring 2022 Dual Enrollment Online Registration & Course Request Worksheet

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The Spring process is as follows:

- New DE students complete an online application at https://100891engagecms.campusnexus.cloud%2f
 The deadline for the application is January5, 2022.
- Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor by October 25th. 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, 57 C 2000, SPN 1120, and SPN 1121 in the Spring. Students
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- High School Counselors approve or deny the requests November 1st.
- 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.
- 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.

PHSC Dual Enrollment Website

PASCO-HERNANDO STATE COLLEGE

Admissions and Student Records

Search Admissions

Search PHSC Sites

A

Get Started

Transcripts

Graduation

Resources

Home > Get Started > High School Students > Dual Enrollment Program

+

Charter and Public School

New Students

Transfer Students

High School Students

Collegiate High School

Dual Enrollment Program

Charter and Public School

Frequently Asked Questions

Home School

Private School

Registration Dates

International Students

Returning Students

Transient Students



Dual Enrollment for Charter or Public Schools

High school students who attend a charter or public school can register through the dual enrollment online registration form.

Steps to complete dual enrollment online registration:

- Step 1 Complete the Online Dual Enrollment Admissions Application
- > Step 2 Supply Documentation and/or Transcripts.
- Step 3 Complete and/or Submit Placement Testing
- Step 4 Complete the Course Request Planning Worksheet
- Step 5 Log in to the Dual Enrollment Online Request Form
- Step 6 Complete the Dual Enrollment Request Form

Student must complete the <u>Dual Enrollment Request Form for Charter and Public Schools</u> online by the deadline provided by their school district.

Links on this page

- Dual Enrollment Admissions Application
- Dual Enrollment Online Orientation
- Dual Enrollment Online Request Form Spring 2022
- Self Service Password Reset System

Related documents

- 2021-2022 Dual Enrollment Agreement -Hernando County
- 2021-2022 Dual Enrollment Agreement Pasco County



 Students will be prompted to log into their WISE account to get their myPHSC login information, if they do not know it



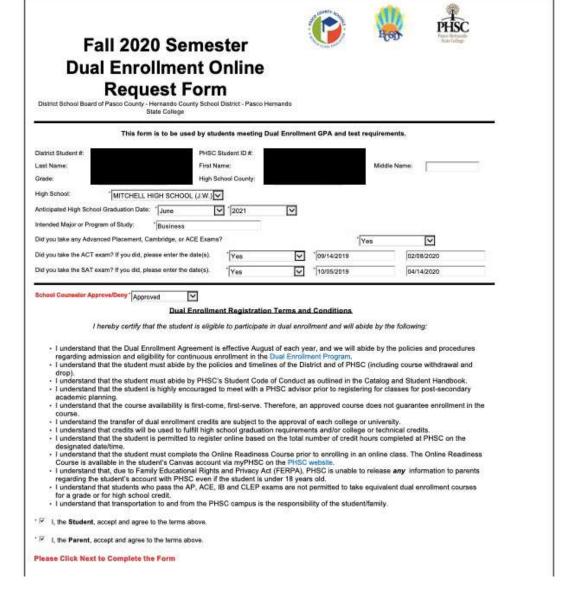


How to Login

- 1. Access WISE for your myPHSC login ID.
- In the login box to the left, enter your myPHSC Login ID. Login ID = PHSC Mail address before @ ABC1234@student.phsc.edu
 Login ID = ABC1234
- Your default password can be found on the WISE Home page under your myPHSC Login ID.
- Change your default password by following these step-by-step instructions.



Students will
 complete the form
 and accept the
 Terms and
 Conditions by
 clicking the box at
 the bottom.





	ECT YOUR COURSES FROM TH			
	RENTS - PLEASE REVIEW TH	E COURSES YOU	RSTUDENT HAS SE	LEGIED
request dust enrollment in th	e following college-level courses that meet	graduation requirements	(Max 16 credits per semes	der max 7 credits in summer term
		Signature (a designation to	Company of the second part against	interior contains in security section
'lease note: Please select co	ourse number from the course # list.			
ast Name: "	First Name: +		PHSC Student ID Number	
lease Select the Term		10		CV.
and the same of th	all 2020			11.00 PTO 1875 1985 1971 V. 10.000 1
	nt: You are highly encouraged to select up			you are registering, * 🖾
	een approved, you will need to complete a n Campus or Online, you will be able to reg		20101010000	
PHSC Course #	Campus or Onisie, you will be asse to reg	Counselor Decision	and the state of t	PHSC Advisor Decision Reason
POS2041 -American	High School Campus	Approve	- Please Select - V	Thou Advisor Decision Adapon
SPC2608 -Introductio	High School Campus	Approve V	Please Select V	
HUN1270 -Sports Nut	PHSC - On Campus or Online	Approve V	- Please Select - V	
GEB1011 -Introductio	PHSC - On Campus or Online	Approve V	- Please Select - V	
PLA1003 -Introduction	PHSC - On Campus or Online	Approve V	- Please Select - V	
MAR1011 -Principles	PHSC - On Campus or Online	Approve V	- Please Select - V	
MET2010 -Introductio	PHSC - On Campus or Online	Approve 🗸	- Please Select V	
SLS1211 -Individual D	High School Campus	Approve V	- Please Select - V	
	High School Campus 🗸	Approve V	- Please Select V	
SLS1501 -College Suv				
- Please Select - ✓				
- Please Select - V				
- Please Select - V				
Please Select 💟				



I certify that the courses listed above meet high school graduation requirements.

The Student Approval Process

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

The Parent Approval Process

Dual Enrollment Registration Terms and Conditions

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- 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.

**Parents will get an email link to approve the form. Please check the box and then sign the form electronically.

The Counselor/Advisor Approval Process

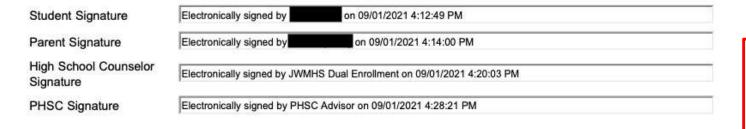
PHSC Academic Advisor Dual Enrollment Registration Terms and Conditions

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 understand that we are responsible for verifying that all requirements for participation and course enrollment have been met.
- I verify that the student has met all pre-requisites (including college ready scores and high school / college courses) to take the requested course(s).
- 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 PHSC Academic A	dvisor, accept and agree to the	terms above.	
PHSC Advisor First Name:	Stephanie	PHSC Advisor Last Name:	*Caddell
PHSC Advisor Final Decision:	* Approved		

Please Click Next to Complete the Form



Students and parents can check the progress at any time to see where their form is in the approval process.



Registration: Next Steps

On campus at JWMHS

- Make sure classes at JWMHS are listed as "High School Campus" for the location.
- The district will register you for the class(es) once your completed online Dynamic Form is signed by your parent & approved by JWMHS & PHSC.

Online via Pasco eSchool

- Make sure your online Dynamic Form is properly completed and the eSchool classes listed as "High School Campus" for the location.
- Contact your grade level counselor and let them know that you requested an eSchool class on your Dynamic Form.
 - Your counselor will complete an additional step to register you for the class(es).



Registration Information

Off Campus at PHSC or online via PHSC

 Students taking OFF campus DE classes <u>MUST</u> register through their PHSC portal to finish the registration process on their assigned day and time.

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.

12th Graders				
Credits Earned	Web Registration	On Campus Registration	Time	
45+	October 26 th	Not Available	Web registration beginning at 8:00am on October 26th	
30+	November 16 th	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	and the second s	
Credits Earned	Web Registration	On Campus Registration	Time	
45+	October 26th	Not Available	Web registration beginning at 8:00am on October 26th	
30+	November 17 th	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	



Registration Information





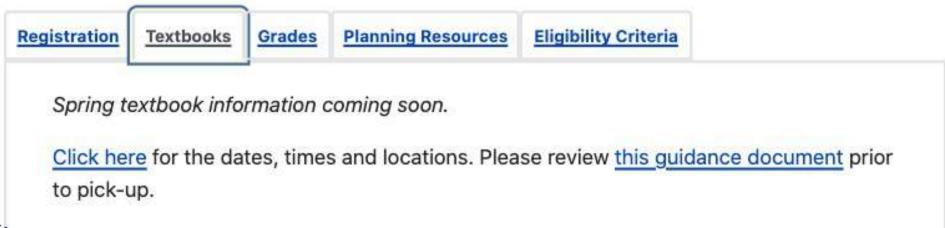
10th Graders				
Credits Earned	Web Registration	On Campus Registration	Time	
45+	October 26 th	Not Available	Web registration beginning at 8:00am on October 26th	
30+	November 18 th	Not Available	8:00 am	
15+	November 18 th	Not Available	9:00 am	
1+	November 18 th	Not Available	10:00 am	
First Time	November 18 th	Not Available	11:00 am	
	.00	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 19 th	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	



Make sure your Online Dynamic Form is signed by your parent & submitted no later than 10/25.

Textbook Information

- If you are taking a class off campus at PHSC or online via PHSC, please go to the Pasco County School DE Website and click on the Textbooks tab.
- Students must abide by the textbook pick-up/drop-off dates posted.





Questions?

If you have any questions, please reach out to your grade level counselor:

12th – Ms. Mary Ellen Ruconich

11th – Mr. Jake Crouch

10th – Mrs. Haley Hettinga

9th – Mrs. Kristen Lea

