

Online Dual Enrollment Request Form – Student

1. Prior to starting the Dual Enrollment Request Form the following steps must be completed:
 - a. Submit an Online Dual Enrollment Admissions Application (only new students/readmissions).
 - i. <https://cpnta.phsc.edu/dualapp/English/WDEAI.aspx>
 - b. Log into WISE to obtain your myPHSC username and ID number for your default password (only if you have not already changed your myPHSC password).
 - i. <https://cpnta.phsc.edu/csrs/English/WEBON.aspx>
 - c. Go to the Self Service Password Reset system (SSPR) to change your myPHSC password (only if you have not already changed your myPHSC password).
 - i. <https://mysspr.phsc.edu/sspr/private/Login>
2. Begin the Dynamic Forms process.

- a. Click on link:

<https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=PHSC2Idap&TargetResource=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FShowForm.aspx%3FRequestedDynamicFormTemplate%3Dcb26b2da-941e-422c-9e2f-dbe28c04475a>

Enter your myPHSC Login ID and Password

Login ID

Password

How to Login

1. Access [WISE](#) for your myPHSC login ID.
2. 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
3. Your default password can be found on the WISE Home page under your myPHSC Login ID.
4. Change your default password by following these step-by-step [instructions](#).

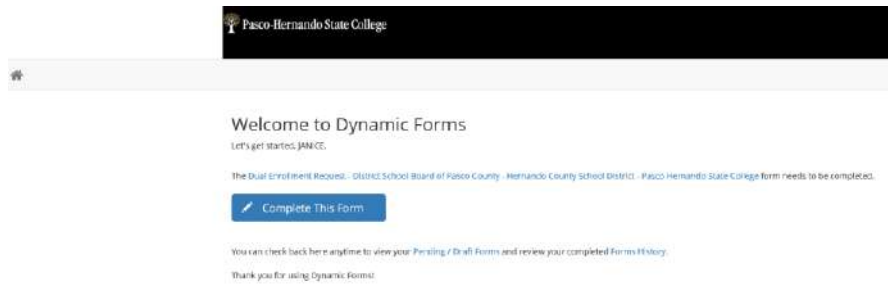
Information regarding scholarship awards will be sent via PHSC Mail. It is the responsibility of students to check their PHSC Mail accounts regularly.

Please contact the myPHSC Help Desk at 727-816-3311 (Monday-Friday 8:00 a.m. - 4:30 p.m.), the Information Center at 727-847-2727 (Monday-Thursday 8:00 a.m.- 7:30 p.m. and Friday 8:00 a.m. - 4:30 p.m.) or send an email to the Student Help Desk at helpdesk@phsc.edu with your name and myPHSC login ID for assistance.

For more information regarding PHSC Mail, [click here](#).

- b. Log in with your myPHSC username and password

c. Click on “Complete this Form”



d. Enter your parent/guardian’s name and email address.

e. Select your High School Counselor and PHSC Academic Advisor.

f. Click Continue.

Instructions



Dear Student,

Before you are directed to your form, you must first provide contact information for:

1. Your Parent(s)
2. Your high school Guidance Counselor
3. The PHSC Advisor who corresponds with your high school

Your parent(s), high school Guidance Counselor and PHSC Advisor will receive an email inviting them to review and electronically sign this document after you have completed your portion.

Please follow these simple steps:

1. Enter your Parent's email address in the Form Participants section.
3. Select your high school from the provided list to indicate the appropriate high school Guidance Counselor.
4. Select your high school from the (second) provided list to indicate the appropriate PHSC Advisor.
5. Click "Continue" to begin completing your sections.

Thank you!
Pasco-Hernando State College

Form Participants

Parent		
First Name	Last Name	Email
<input type="text" value="Janice"/>	<input type="text"/>	<input type="text"/>

High School Guidance Counselor

TEST TEST:

Contact information is in the format **Description: Last Name, First Name**

PHSC

TEST TEST:




Contact information is in the format **Description: Last Name, First Name**

Continue

- g. Enter your District Student Number, Grade, High School County, High School, Anticipated Graduation Date and Intended Major on the Dual Enrollment Request Form. *Note: You must type in your intended major for the university / college you plan to attend after high school graduation.*
- h. Please read the Terms and Conditions, select “accept” and click “Next”.

Dual Enrollment Request

District School Board of Pasco County - Hernando County School District - Pasco Hernando State College

This form is to be used by students meeting Dual Enrollment GPA and test requirements.

District Student #:	<input type="text" value="111223333"/>	PHSC Student ID #:	<input type="text" value="XXXXXXXXXX"/>
Last Name:	<input type="text" value="DOE"/>	First Name:	<input type="text" value="JANICE"/>
Grade:	<input type="text" value="12"/>	Middle Name:	<input type="text"/>
High School:	<input type="text" value="PASCO HIGH SCHOOL"/>		
Anticipated High School Graduation Date:	<input type="text" value="June"/>	<input type="text" value="2018"/>	
Intended Major or Program of Study:	<input type="text" value="IT"/>		

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:

- We understand that the Dual Enrollment Agreement is effective August of each year, and we will abide by the policies and procedures regarding admission and to maintain eligibility for continuous enrollment in the [Dual Enrollment Program](#).
- We understand that the student must abide by the policies and timelines of the District and of PHSC (including Drop Only and withdrawals).
- We understand that the student must abide by PHSC's Student Code of Conduct.
- We understand that the student is highly encouraged to meet with a PHSC advisor prior to registering for classes for post-secondary academic planning.
- We understand that the course availability is first-come, first-serve; therefore, an approved course does not guarantee enrollment in the course.
- We understand the transfer of dual enrollment credits is subject to the approval of each college or university.
- We understand that credits will be used to fulfill high school graduation requirements and/or college or technical credit.
- We understand that the student is permitted to register online based on the total number of credit hours completed at PHSC on the designed date/time.
- We 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 *myPHSC* account on the [PHSC website](#).
- We 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.
- We understand that students who take AP classes are not permitted to take equivalent dual enrollment courses for a grade or for high school credit.
- We understand that transportation to and from the PHSC campus will be entirely 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.

i. Click "Next". **This page is for high school use only.**

TO BE COMPLETED BY HIGH SCHOOL GUIDANCE COUNSELOR AND PHSC ADVISOR PER THE PLANNING WORKSHEET

STUDENTS AND PARENTS SHOULD SELECT NEXT AT THE BOTTOM OF THE PAGE

I request dual enrollment in the following college-level courses that meet graduation requirements: (Max 16 credits per semester, max 7 credits in summer terms)

PHSC Course #	PHSC Course Title	Campus	Term	PHSC Advisor Decision
		-- Please Select --	-- Please Select --	-- Please Select --
		-- Please Select --	-- Please Select --	-- Please Select --
		-- Please Select --	-- Please Select --	-- Please Select --
		-- Please Select --	-- Please Select --	-- Please Select --
		-- Please Select --	-- Please Select --	-- Please Select --
		-- Please Select --	-- Please Select --	-- Please Select --
		-- Please Select --	-- Please Select --	-- Please Select --

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

Are you approving this student to take CHM, BSC1005, BSC1085, and/or BSC1085L?

GPA:

Documentation:

Files over 26 Mb will not be accepted

GPA Decision:

Test Scores:

If you have APPROVED the student's test scores, you must enter the scores for at least one of the tests listed in the table below.

	Reading Score	Writing Score	Math Score	Total Score	Upload Documentation
SAT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Browse..."/> <small>Files over 26 Mb will not be accepted</small>
ACT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Browse..."/> <small>Files over 26 Mb will not be accepted</small>
PERT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Browse..."/> <small>Files over 26 Mb will not be accepted</small>

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:

- We hereby authorize the exchange of grade/transcript/test score data between Pasco County Schools, Hernando County School District and Pasco-Hernando State College (PHSC) employees for purposes related to the Dual Enrollment (DE) Program.
- We understand the student must meet PHSC dual enrollment criteria in order to participate in the program.
- We verify that the student has met all pre-requisites (including college ready scores and high school / college courses) to take the requested course(s).
- We understand that we are responsible for uploading documentation of the student's unweighted grade point average and test scores.
- We verify that the student's dual enrollment credit hours (either at PHSC campus, online, and/or at the high school campus) do not exceed the maximum hours allowed per semester as stated in the [Dual Enrollment Articulation Agreement](#).
- We verify that the student has not taken an AP course that is equivalent to the approved DE courses, so as to avoid duplicate credit per Florida Statutes, Chapter 1007.272.
- We also agree transportation to and from the PHSC campus will be entirely the responsibility of the student/family.

I, the high school Guidance Counselor, accept and agree to the terms above.

j. Click "Next". **This page is for PHSC use only.**

FOR PHSC USE ONLY
STUDENTS AND PARENTS SHOULD SELECT NEXT AT THE BOTTOM OF THE PAGE

Test Scores:

Prerequisites:

GPA:

k. Submit your electronic signature.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

JANICE

SCOTT

If you would like to [opt out](#) of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Note: The student will receive an email confirmation that the Dual Enrollment Request Form has been submitted for processing.

Note: The student's parent/guardian will receive an email notification with instructions to complete the Dual Enrollment Terms and Conditions.

You can also select View Form PDF.



Thank you for completing your portion of the Dual Enrollment Request worksheet.

Note: Email confirmations will be sent to your PHSC email only.

Note: Students should review the "How to Register for Classes Using WISE" YouTube Video. <https://www.youtube.com/watch?v=8lyMsmT2B1g>