

# Completing The Terms and Conditions Form



### Spring 2019 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:

1. New DE students complete an online application at <https://cpnta.phsc.edu/dualapp/english/WDEAL.aspx>. The deadline for the application is January 4<sup>th</sup>.
2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and return it to their High School Counselor by October 22<sup>nd</sup> for review and approval/denial. This request form will not be accepted by the School Counselor without a parent signature acknowledging the Terms and Conditions section. Students must also log-in to digitally sign the Terms and Conditions online. The form containing the Terms and Conditions will be available on October 8<sup>th</sup> via the PHSC website: <https://admissions.phsc.edu/getting-started/dual-enrollment-online-registration>. The Terms and Conditions must be signed by October 22<sup>nd</sup>.
3. High School Counselors process the enrollment requests and submit supporting documentation online by November 2<sup>nd</sup>.
4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by November 14<sup>th</sup>. This email will be sent to each student's PHSC email address.
5. Students log into their PHSC WISE account and register, 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.

Seniors			
Credits Earned	Web Registration	On Campus Registration	Time
45+	Nov 28, 2018	Oct 30 <sup>th</sup> – Nov 27 <sup>th</sup>	By appointment only October 30 <sup>th</sup> – November 27 <sup>th</sup> . Web registration beginning at 8:00am on November 28 <sup>th</sup> .
30+	Nov 28, 2018	Not Available	8:00 am
15+	Nov 28, 2018	Not Available	9:00 am
1+	Nov 28, 2018	Not Available	10:00 am
First time	Nov 28, 2018	Not Available	11:00 am
Juniors			
Credits Earned	Web Registration	On Campus Registration	Time
45+	Nov 29, 2018	Oct 30 <sup>th</sup> – Nov 28 <sup>th</sup>	By appointment only October 30 <sup>th</sup> – November 28 <sup>th</sup> . Web registration beginning at 8:00am on November 29 <sup>th</sup> .
30+	Nov 29, 2018	Not Available	8:00 am
15+	Nov 29, 2018	Not Available	9:00 am
1+	Nov 29, 2018	Not Available	10:00 am
First time	Nov 29, 2018	Not Available	11:00 am
Sophomores			
Credits Earned	Web Registration	On Campus Registration	Time
45+	Nov 30, 2018	Oct 30 <sup>th</sup> – Nov 29 <sup>th</sup>	By appointment only October 30 <sup>th</sup> – November 29 <sup>th</sup> . Web registration beginning at 8:00am on November 30 <sup>th</sup> .
30+	Nov 30, 2018	Not Available	8:00 am
15+	Nov 30, 2018	Not Available	9:00 am
1+	Nov 30, 2018	Not Available	10:00 am
First time	Nov 30, 2018	Not Available	11:00 am

# In Step 2 of the Dual Enrollment Worksheet, students must digitally sign the PHSC's Terms and Conditions by the due date listed.

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 and the dual enrollment online request 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](mailto:helpdesk@phsc.edu) with your name and myPHSC login ID for assistance.

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

**To sign in to the Dynamic Form, you must use your myPHSC Login ID and Password.**

**If you do not know your information, follow the steps listed on the webpage.**

**Step One: Access the WISE Sign In Page**

Welcome to WISE



Returning Students		New Students	
Please enter your SSN or Student ID Number and P.I.N.			
I.D.# <input type="text"/>	<input type="button" value="Lagon &gt;"/>	<input type="button" value="Apply Now for College Credit!"/>	
P.I.N. <input type="text"/>	<input type="button" value="Forgot PIN?"/>	<input type="button" value="Public High School Dual Enroll"/>	
<input data-bbox="606 482 759 504" type="button" value="Why do we need S.S.N.?"/>			

[For Assistance please email information@phsc.edu](mailto:information@phsc.edu)

Welcome to Pasco-Hernando State College's Student Portal  
and Online Application System

Registration, Online Fee Payments, and the Online Application are  
closed between the hours of 9:00pm and 12:00am Monday through Friday.

#### NEW STUDENTS

Students applying for admissions to the college for the first time.

#### READMISSION

Students who have not attended PHSC for more than a year or students  
who have attended PHSC from another program-i.e., Dual Enrollment  
or Collegiate High School; or, if you have completed a previous  
PHSC college application for admissions and never attended.

#### TRANSIENT STUDENTS

If you are an incoming transient student from a Florida public college  
to PHSC, complete the transient application on the [Floridashines.org](http://Floridashines.org)  
website. Do NOT complete a PHSC application for admission.

If your school does not participate in [Floridashines.org](http://Floridashines.org)  
(i.e., private college), then you WILL need to complete a PHSC  
application for admissions and provide a transient student letter  
from your college to Pasco-Hernando State College.

The application asks for a social security number. Click the link  
above to view the reasons why your social security number is being  
collected.



1. Your WISE ID# is your SSN or PHSC Student ID #
2. Your password is the one you created when you completed your on-line application.

-or-

Your default pin is the two digit day of your birth  
and the last two digits of the year,

Example: January 01, 2001 would be 0101

3. If you do not remember your pin or have trouble signing in contact the PHSC Help Desk at (727) 847- 2727.

MENU

- Home
- Apply to Baccalaureate
- Apply to Graduate
- Change PIN
- Degree Audit
- Drop Course
- Duplicate Diploma Request
- Enrollment Verification
- Fee Details
- Financial Aid Information
- Notifications
- Pay Fees
- Reapply
- Registrar
- Restrictions/Obligations
- Schedule
- Student Agreements
- Student Documents
- Tax Information
- Transcript
- User Profile
- Sign Off

### Change Your Pin Number

Note: If this is your first time using the internet student information system, or you have just reset your P.I.N. back to the default value, you must change your P.I.N. before you can continue from the menu on the left side of this page.

Please note your Student ID number is  ?

Enter your current P.I.N.:

Enter a new P.I.N.:

Re-enter new P.I.N. to verify :

#### Establish/Change Security Question and Answer:

Question #1

Answer #1

Question #2

Answer #2

Question #3

Answer #3

After entering information, click:

[Here](#)



powered by digicert

Once you have signed into your WISE account, you will be prompted to create a new pin and answer security questions.

After you complete the information, click on the Home tab at the top left of your screen.

The screenshot shows the WISE Pasco-Hernando State College account page. The header includes the WISE logo and the college name. A navigation menu is on the left, listing various services. The main content area displays personal information for a user, with several fields redacted with black boxes. A red circle highlights the 'myPHSC Login ID' field. A 'PHSC Mail' icon is also visible.

**WISE Pasco-Hernando State College**

MENU

Home  
Apply to Baccalaureate  
Apply to Graduate  
Change PIN  
Degree Audit  
Drop Course  
Duplicate Diploma Request  
Enrollment Verification  
Fee Details  
Financial Aid Information  
Notifications  
Pay Fees  
Reapply  
Register  
Restrictions/Obligations  
Schedule  
Student Agreements  
Student Documents  
Tax Information  
Transcript  
User Profile  
Sign Off  
Print Page

Personal Information for [Redacted]

Please note your Student ID number is [Redacted] ?

Your PHSC Mail address is: [Redacted]@STUDENT.PHSC.EDU

Your Fla. State library number is [Redacted] ?

Your home address is listed as:  
[Redacted]

Your phone number on file is: [Redacted]

Your myPHSC Login ID is: [Redacted]

Your default password for PHSC Mail and myPHSC begins with the letters 'P' and 'H' followed by your Student ID number.

In order to access PHSC Mail, please change your password at <https://mysspr.phsc.edu>

Your Major on-file is listed as AA-DE Associate In Arts - Dual Enrollment High

PHSC Mail

This is where you will find the information needed to login into your myPHSC account.

A. Login ID

B. Default Password

After you have the information needed, logout of your WISE account.

**\*Please make sure that you remember your WISE Login Information. You will need this to register for current and future Dual Enrollment Classes.**

**Enter your myPHSC Login ID and Password**

Login ID

Password

**How to Login**

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

Next, return to the Terms and Conditions Login Page. Click on the [Instructions link](#).

# Once you are on the link follow these steps:

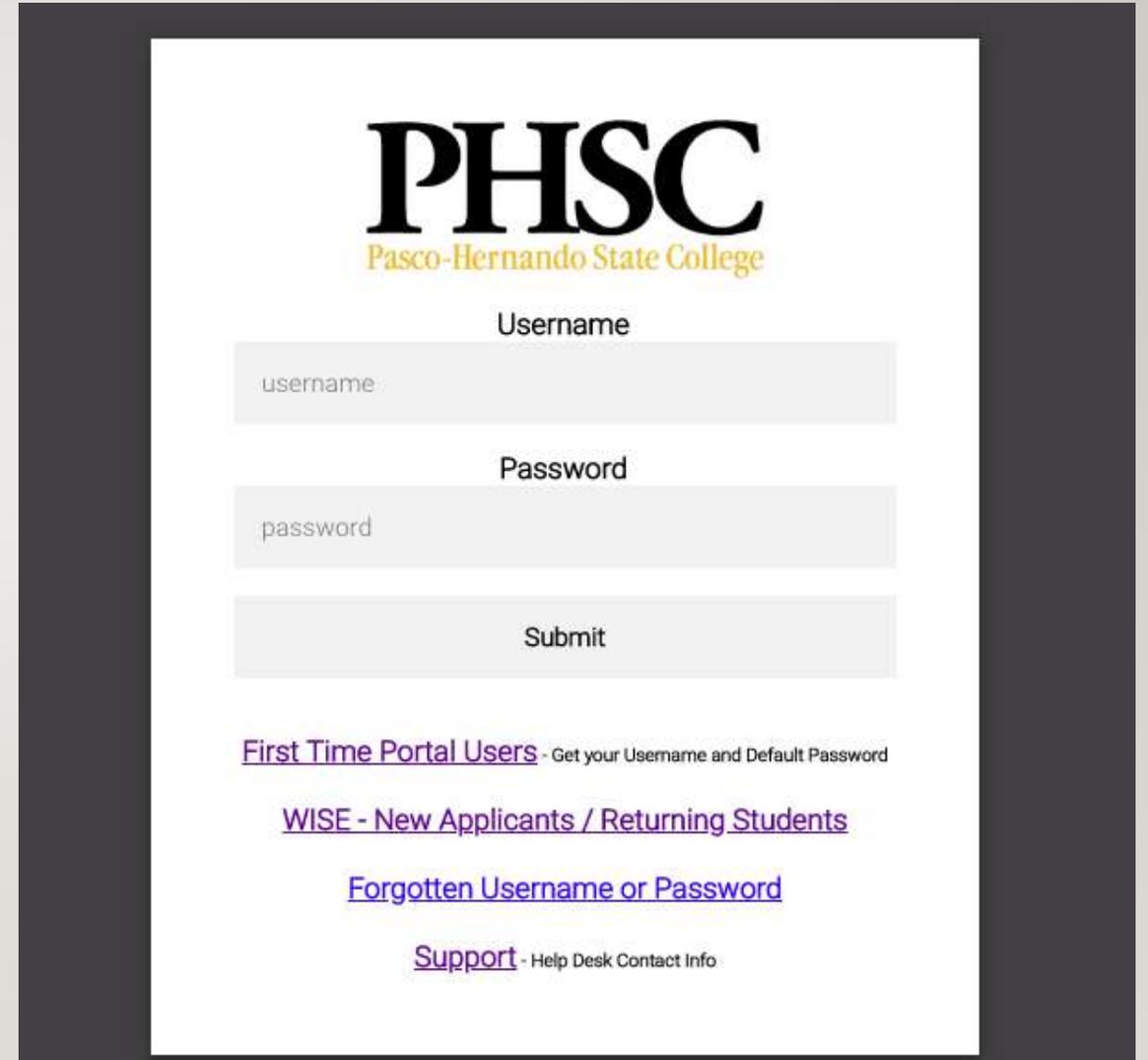
Self Service Password Reset System (SSPR)

## Change Password and Setup Password Responses

1. Go to <https://mysspr.phsc.edu/> and log in with your current myPHSC Login ID and password.

2. To setup your security questions and responses:

- If you have never setup your security questions, you will be redirected to the security questions and responses setup page.
  - After completing the three security questions and responses, click on **Save Answers**.

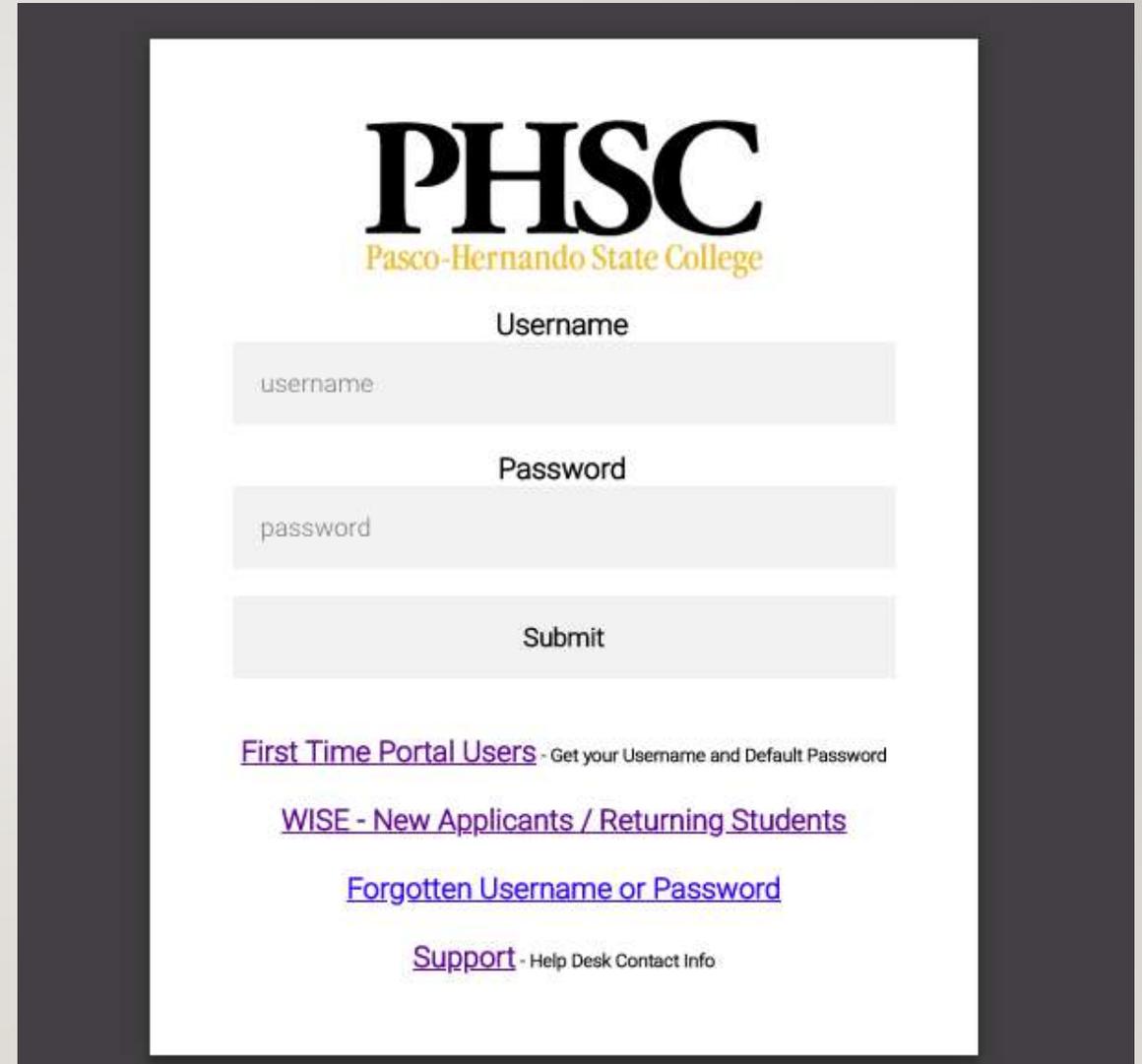


The screenshot shows the PHSC (Pasco-Hernando State College) login page. At the top, the PHSC logo is displayed in large black letters, with "Pasco-Hernando State College" written below it in a smaller, yellow font. Below the logo, there are three input fields: "Username" with a placeholder "username", "Password" with a placeholder "password", and a "Submit" button. Below the input fields, there are three links: "First Time Portal Users - Get your Username and Default Password", "WISE - New Applicants / Returning Students", and "Forgotten Username or Password". At the bottom, there is a "Support" link with the text "Help Desk Contact Info" next to it.

- Next, confirm your responses. You must **Confirm** your information or it will not be saved in the SSPR.
- Click Continue to go back to the Home Page.
- If you would like to modify your security questions, login and select Setup Security Questions in the menu.

3. Change the password to ensure your PHSC account is secure. Login and click on Change Password from the Main menu.

4. Log in to myPHSC using your updated password.

A screenshot of the PHSC (Pasco-Hernando State College) login page. At the top center is the PHSC logo in large black letters, with "Pasco-Hernando State College" written in smaller yellow text below it. Below the logo are three input fields: "Username" with a placeholder "username", "Password" with a placeholder "password", and a "Submit" button. At the bottom of the page, there are four links: "First Time Portal Users - Get your Username and Default Password", "WISE - New Applicants / Returning Students", "Forgotten Username or Password", and "Support - Help Desk Contact Info".

**PHSC**  
Pasco-Hernando State College

Username  
username

Password  
password

Submit

[First Time Portal Users](#) - Get your Username and Default Password

[WISE - New Applicants / Returning Students](#)

[Forgotten Username or Password](#)

[Support](#) - Help Desk Contact Info

Enter your myPHSC Login ID and Password

Login ID

Password

Sign In

How to Login

1. Access [WISE](#) for your myPHSC login ID.
2. In the login box to the left, enter your myPHSC Login ID.  
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For more information regarding PHSC Mail, [click here](#).

After updating your myPHSC password, return to the Terms and Conditions login page. You will use your myPHSC login ID and password to access the page.

Once you are signed in, please follow the directions for completing the form.