



# 12<sup>th</sup> 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 **12<sup>th</sup> 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 31<sup>st</sup> for review and approval/denial**.
3. All 12<sup>th</sup> grade DE students must log-in to digitally sign the Terms and Conditions (DE Enrollment Request Form) online **by November 9<sup>th</sup>**.
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 14<sup>th</sup>**.
5. High School Counselors process the enrollment requests and submit supporting documentation **by November 17<sup>th</sup>**.
6. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **November 27<sup>th</sup>**. 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**