



Summer 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. Summer Dual Enrollment is open to current 10th and 11th grade students who meet eligibility criteria. **DE students may only register for Term III which runs May 6th – July 16th and can enroll in no more than 8 credit hours. The Summer process is as follows:**

1. New DE students complete an online application at <https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx>. The deadline for the application is **March 13th**.
2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor **by March 15th for review and approval/denial**. 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 will be available on **March 5th** via the PHSC website: <https://admissions.phsc.edu/getting-started/dual-enrollment-online-registration>.
3. High School Counselors approve or deny the requests **April 3rd**.
4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **April 15th**. 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.**

Current 11 th graders			
Credits Earned	Web Registration	On Campus Registration	Time
45+	April 22, 2019	April 2 nd – April 21 st	By appointment only April 2 nd – April 21 st . Web registration beginning at 8:00am on April 22 nd .
30+	April 22, 2019	Not Available	8:00 am
15+	April 22, 2019	Not Available	9:00 am
1+	April 22, 2019	Not Available	10:00 am
First time	April 22, 2019	Not Available	11:00 am
Current 10 th graders			
Credits Earned	Web Registration	On Campus Registration	Time
45+	April 23, 2019	April 2 nd – April 22 nd	By appointment only April 2 nd – April 22 nd . Web registration beginning at 8:00am on April 23 rd .
30+	April 23, 2019	Not Available	8:00 am
15+	April 23, 2019	Not Available	9:00 am
1+	April 23, 2019	Not Available	10:00 am
First time	April 23, 2019	Not Available	11:00 am

