



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/WDEAI.aspx>. The deadline for the application is **January 4th**.
2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and return it to their High School Counselor **by October 22nd 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 8th** via the PHSC website: <https://admissions.phsc.edu/getting-started/dual-enrollment-online-registration>. The Terms and Conditions must be signed by **October 22nd**.
3. High School Counselors process the enrollment requests and submit supporting documentation online **by November 2nd**.
4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **November 14th**. 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 th – Nov 27 th	By appointment only October 30 th – November 27 th . Web registration beginning at 8:00am on November 28 th .
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 th – Nov 28 th	By appointment only October 30 th – November 28 th . Web registration beginning at 8:00am on November 29 th .
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 th – Nov 29 th	By appointment only October 30 th – November 29 th . Web registration beginning at 8:00am on November 30 th .
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



Dual Enrollment Registration Parent/Guardian 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 and pass the corresponding exam 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.

Parent email Address: _____

Parent Signature: _____

Date: _____