Spring 2023 Dual Enrollment Online Registration and 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://100891engagecms.campusnexus.cloud/custom-portal/user-profile/login?ReturnUrl=https%3a%2f%2f100891engagecms.campusnexus.cloud%2f>

The deadline for the application is **December 5, 2022**.

2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor priority deadline **November 7, 2022**  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 (Dynamic Form) is available via the PHSC website: <https://admissions.phsc.edu/start/high-school/dual-enroll/charter-public>.

* **Dual Enrollment courses offered on a student’s high school campus must be taken at the high school and not on the PHSC campus.**
* **Pasco eSchool is offering SPC2608, CGS1100, GEB1011, GEB2112, SPN1120 and SPN1121 in the Spring. Students who are interested in takine one or more of these courses should plan to take the course through eSchool UNLESS their high school offerse the course on campus.**

3. High School Counselors approve or deny the requests **November 14, 2022**.

4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **November 18, 2022.** This email will be sent to each student’s PHSC email address.

* Please note that students who are taking an online course for the first time must complete the online readiness course through Canvas. Completion of the PHSC online readiness course is required prior to registering in any online dual enrollment courses.  We highly encourage all students to access and complete the online readiness course now
* Completion of the Student Orientation online is also REQUIRED for all DE students. Students who have not completed this course will not be able to register for Spring courses. Visit <https://admissions.phsc.edu/start/high-school/dual-enroll/faq> to access directions on how to complete the orientation.

5. High School Counselor completes [eSchool Machform](https://ryu.pasco.k12.fl.us/oll-mform/view.php?id=173047) request by **January 6th, 2023.** Machform will be active beginning **November 28, 2022**.

6. Students will register through their student portal and WISE, on the 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.***

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| **12th Graders** | | | |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+ | October 10th | Not Available | Web registration beginning at 8:00am on October 10th |
| 30+ | November 28th | Not Available | 8:00 am |
| 15+ | November 28th | Not Available | 9:00 am |
| 1+ | November 28th | Not Available | 10:00 am |
| First time | November 28th | Not Available | 11:00 am |
| **11th Graders** | | | |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+ | October 10th | Not Available | Web registration beginning at 8:00am on October 10th |
| 30+ | November 29th | Not Available | 8:00 am |
| 15+ | November 29th | Not Available | 9:00 am |
| 1+ | November 29th | Not Available | 10:00 am |
| First time | November 29th | Not Available | 11:00 am |
| **10th Graders** | | | |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 45+ | October 10th | Not Available | Web registration beginning at 8:00am on October 10th |
| 30+ | November 30th | Not Available | 8:00 am |
| 15+ | November 30th | Not Available | 9:00 am |
| 1+ | November 30th | Not Available | 10:00 am |
| First Time | November 30th | Not Available | 11:00 am |
| **9th Graders** | | | |
| **Credits Earned** | **Web Registration** | **On Campus Registration** | **Time** |
| 30+ | December 1st | Not Available | 8:00 am |
| 15+ | December 1st | Not Available | 9:00 am |
| 1+ | December 1st | Not Available | 10:00 am |
| First Time | December 1st | Not Available | 11:00 am |

**Dual Enrollment Course Request Planning Worksheet**

Complete the form below to select your DE courses and alternates. When completing the form put all options you are interested in/eligible for below. For each course listed indicate all instructional formats (online and/or face to face) with which you are comfortable, as to increase the amount of options available during registration. Completion of the PHSC online readiness course is required prior to enrolling in any online dual enrollment courses.

District Student ID Number Current Grade High School Last Name First Name

PHSC Student ID Number

Please circle a Program of Study: Associates in Arts Degree or Associates in Science Degree

Intended Major: (Ex. Engineering, Education, Pre-Med etc.) \_

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| **COURSE TITLE** | **ONLINE AT**  **PHSC** | **FACE TO FACE AT PHSC** | **HIGH SCHOOL CAMPUS** | **PASCO E-SCHOOL** |
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