



Spring 2026 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:

Step 1. New DE students complete an online application at <https://apply.phsc.edu/apply/>

- The deadline for dual enrollment applications is **December 12, 2025**. Students who apply after this deadline will **not** be permitted to enroll in courses until the following semester.
 - New students need to have eligible test scores prior to applying.
- **Returning PHSC DE students** do not need to complete another application.

Step 2. Students who have completed step 1 will:

- meet with their High School Counselor to complete their Dual Enrollment Course Request Planning Worksheet (included below) by **October 24, 2025**.

Step 3. Students who have completed steps 1 & 2 will:

- Use their Dual Enrollment Course Request Planning Worksheet that they completed with their high school counselor to submit a **Dual Enrollment Online Request Form – Spring 2026** (a.k.a Dynamic Form) on PHSC's website ([linked here](#)) ideally by **October 31, 2025**.
 - Students and parents must log-in online to the Dynamic Form and digitally sign the Terms and Conditions. Access to the Terms and Conditions and the Online Dual Enrollment Request 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 **may not** be taken on the PHSC campus.

Step 4. High School Counselors approve or deny the requests by **November 7, 2025**.

- Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **November 14, 2025**. This email will be sent to each student's PHSC email address.

Step 5. After students receive approval for their **Dual Enrollment Online Request Form – Spring 2026** (a.k.a Dynamic Form) from their PHSC Advisor, they may begin registration based on the designated windows below.

- For courses on a student's high school campus, no further action is needed. The district will send registration information to PHSC.
- **Pasco eSchool is offering ENC1101, ENC1102, SPC2608, SPN1120, SPN1121, CGS1100, HUM1020, GEB1011 and GEB2112.**
 - **Students will self register for these courses in with the PHSC Banner portal. Directions for this process are linked below.**
 - [Dual Enrollment Self-Registration for Pasco E-School Written Tutorial.docx](#) - registration will be open following the table below beginning November 17th.



The deadlines indicated below must be met 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.

PHSC On Campus, Online, Hybrid registration window			
Students will register through their Bobcat Student Portal and Banner, with information on how to register linked here: https://advising.phsc.edu/services/registration .			
12th Graders (permitted to take a maximum of 16 credit hours – includes high school, eSchool and PHSC campus courses)			
Credits Earned	Web Registration	On Campus Registration	Time
45+	Monday, October 20 th	Monday, October 20 th	Please visit a PHSC campus to register
Less than 45 credits	Monday, November 17 th	Monday, November 17 th	
11th Graders (permitted to take a maximum of 16 credit hours – includes high school, eSchool and PHSC campus courses)			
Credits Earned	Web Registration	On Campus Registration	Time
45+	Monday, October 20 th	Monday, October 20 th	Please visit a PHSC campus to register
Less than 45 credits	Tuesday, November 18 th	Tuesday, November 18 th	
10th Graders (permitted to take a maximum of 7 credit hours – includes high school, eSchool and PHSC campus courses. Can take up to 12 credit hours in the spring semester with written permission from their high school counselor or administrator.)			
Credits Earned	Web Registration	On Campus Registration	
All 10 th graders	Wednesday, November 19 th	Wednesday, November 19 th	
9th Graders (permitted to take a maximum of 1 class – only eligible for on HS campus, eSchool or PHSC online)			
Credits Earned	Web Registration	On Campus Registration	
All 9 th graders	Thursday, November 20 th	Thursday, November 20 th	



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, so as to increase the number 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 _____

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

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

[illegible]