



### Spring 2020 Dual Enrollment Online Registration Worksheet

Pasco-Hernando State College (PHSC) utilizes an online Dual Enrollment (DE) application/registration process. This process is now open to all eligible students and is as follows:

- Interested students will meet with high school counselor to determine eligibility.
  - New to DE students must complete an online application at <https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx> (no later than Nov 1<sup>st</sup>).
- Eligible students will complete the Spring 2020 Dual Enrollment Online Request Form during the window of **Oct 14<sup>th</sup> – November 1<sup>st</sup>** via the PHSC website: <https://admissions.phsc.edu/start/high-school/dual-enroll/charter-public>
- Students are encouraged to input up to 14 DE courses based on course requests.
  - Note:** Please check with your counselor to ensure the courses count towards your high school graduation requirements. Appointments can also be made with PHSC Academic Advisor to see how the courses count towards the general education requirements for an Associate of Arts (AA) degree.
- Once the student completes their online request form, the parent will immediately receive a link to approve the Online Request Form and accept the Terms and Conditions for their students' participation in the Dual Enrollment Program. Parent approval must be completed by **November 1<sup>st</sup>**. (**Note:** Registration for students taking **ON CAMPUS PHSC** courses at **THEIR HIGH SCHOOL** is considered complete once the parent completes the online request form.)
- Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **Nov 15<sup>th</sup>**. *This email will be sent to each student's PHSC email address.* (Students approved for ON CAMPUS PHSC courses at the HIGH SCHOOL are finished with the process once they receive their approval email).
- Students who were approved for **ONLINE PHSC courses and/or OFF CAMPUS PHSC courses** must log into their PHSC WISE account and register for the courses according to the dates and times below.

After students register for courses, students are responsible for picking up their textbooks from the Pasco County School District during the pick-up window. Not following the textbook pickup procedures will result in the student being financially responsible for their textbooks. Please visit [http://www.pasco.k12.fl.us/oll/page/dual\\_enrollment](http://www.pasco.k12.fl.us/oll/page/dual_enrollment) for more information.

**Students who do not meet deadlines may experience a delay in the process beyond the initial registration window.**

12 <sup>th</sup> Graders			
Credits Earned	Web Registration	On Campus Registration	Time
45+	November 19, 2019	Oct 29 <sup>th</sup> – Nov 18 <sup>th</sup>	By appointment only October 29 <sup>th</sup> – November 18 <sup>th</sup> . Web registration beginning at 8:00am on November 19 <sup>th</sup> .
30+	November 19, 2019	Not Available	8:00 am
15+	November 19, 2019	Not Available	9:00 am
1+	November 19, 2019	Not Available	10:00 am
First time	November 19, 2019	Not Available	11:00 am
11 <sup>th</sup> Graders			
Credits Earned	Web Registration	On Campus Registration	Time
45+	November 20, 2019	Oct 29 <sup>th</sup> – Nov 19 <sup>th</sup>	By appointment only October 29 <sup>th</sup> – November 19 <sup>th</sup> . Web registration beginning at 8:00am on November 20 <sup>th</sup> .
30+	November 20, 2019	Not Available	8:00 am
15+	November 20, 2019	Not Available	9:00 am
1+	November 20, 2019	Not Available	10:00 am
First time	November 20, 2019	Not Available	11:00 am
10 <sup>th</sup> Graders			
Credits Earned	Web Registration	On Campus Registration	Time
45+	November 21, 2019	Oct 29 <sup>th</sup> – Nov 20 <sup>th</sup>	By appointment only October 29 <sup>th</sup> – November 20 <sup>th</sup> . Web registration beginning at 8:00am on November 21 <sup>st</sup> .
30+	November 21, 2019	Not Available	8:00 am
15+	November 21, 2019	Not Available	9:00 am
1+	November 21, 2019	Not Available	10:00 am
First Time	November 21, 2019	Not Available	11:00 am
9 <sup>th</sup> Graders			
Credits Earned	Web Registration	On Campus Registration	Time
45+	November 22, 2019	October 29 <sup>th</sup> – Nov 21 <sup>st</sup>	By appointment only October 29 <sup>th</sup> – November 21 <sup>st</sup> . Web registration beginning at 8:00am on November 22 <sup>nd</sup> .
30+	November 22, 2019	Not Available	8:00 am
15+	November 22, 2019	Not Available	9:00 am
1+	November 22, 2019	Not Available	10:00 am
First Time	November 22, 2019	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 and 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 registering in any online dual enrollment courses. Completion of the Student Orientation online is also REQUIRED for all DE students. If you have not completed this you will not be able to register for Spring courses. Visit http://www.pasco.k12.fl.us/oll/page/dual\_enrollment to access directions on how to complete the orientation.

District Student ID Number \_\_\_\_\_ PHSC Student ID Number \_\_\_\_\_ Current Grade \_\_\_\_\_

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.) \_\_\_\_\_

Table with 5 columns: PHSC COURSE #, COURSE TITLE, HIGH SCHOOL CAMPUS, FACE to FACE at PHSC, ONLINE. The table contains 14 empty rows for course selection.