



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