



Fall 2022 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 Fall 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 **August 8, 2022**.
2. Eligible students complete this DE Course Request Planning Worksheet (bottom) and meet with their High School Counselor by **May 16, 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 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 CGS 1100, GEB 1011, GEB 2112, SPC 2608, SPN 1120, and SPN 1121 in the Fall. Students who are interested in taking one or more of these courses should plan to take the course through eSchool UNLESS their high school offers the course on campus.**
3. High School Counselors approve or deny the requests **May 27, 2022**.
4. Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **June 10, 2022**. This email will be sent to each student's PHSC email address.
5. **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.

*9th, 10th, and 11th graders with **45+ hours** may register beginning May 16th @ 8AM. These students should meet with counselors as soon as possible to begin the registration process.

12 th Graders			
Credits Earned	Web Registration	On Campus Registration	Time
30+	August 1st	Not Available	8:00 am
15+	August 1st	Not Available	9:00 am
1+	August 1st	Not Available	10:00 am
First time	August 1st	Not Available	11:00 am

11 th Graders			
Credits Earned	Web Registration	On Campus Registration	Time
30+	August 2 nd	Not Available	8:00 am
15+	August 2 nd	Not Available	9:00 am
1+	August 2 nd	Not Available	10:00 am
First time	August 2 nd	Not Available	11:00 am

10 th Graders			
Credits Earned	Web Registration	On Campus Registration	Time
30+	August 3 rd	Not Available	8:00 am
15+	August 3 rd	Not Available	9:00 am
1+	August 3 rd	Not Available	10:00 am
First Time	August 3 rd	Not Available	11:00 am

