Dual Enrollment Online Registration
Frequently Asked Questions

Eligibility + Important Dates

Question: **Who is eligible for online dual enrollment registration?**
Answer: Currently, during our initial implementation, the online dual enrollment registration is restricted to Pasco and Hernando County's public school students currently enrolled sophomores, juniors and seniors.

Question: **When can current enrolled 11th and 10h grade dual enrollment students register online for classes?**
Answer: Pasco and Hernando County's public school students enrolled in the 10th, 11th, and 12th grade can begin registering as follows:

Dual Enrollment Registration Dates for Currently Enrolled 12th Graders

Credit/GPA	Web Registration	Time
30+	July 31	Web registration beginning at 8:00 a.m.
15+	July 31	Web registration beginning at 9:00 a.m.
1+	July 31	Web registration beginning at 10:00 a.m.
First Time	July 31	Web registration beginning at 11:00 a.m.

Dual Enrollment Registration Dates for Currently Enrolled 11th Graders

Credit/GPA	Web Registration	Time
30+	August 1	Web registration beginning at 8:00 a.m.
15+	August 1	Web registration beginning at 9:00 a.m.
1+	August 1	Web registration beginning at 10:00 a.m.
First Time	August 1	Web registration beginning at 11:00 a.m.

Dual Enrollment Registration Dates for Currently Enrolled 10th Graders

Credit/GPA	Web Registration	Time
30+	August 2	Web registration beginning at 8:00 a.m.
15+	August 2	Web registration beginning at 9:00 a.m.
1+	August 2	Web registration beginning at 10:00 a.m.
First Time	August 2	Web registration beginning at 11:00 a.m.

Application

Question: **Can new dual enrollment seniors, juniors and sophomores complete the online admissions application?**

Answer: Yes, new dual enrollment senior, juniors and sophomores can complete the dual enrollment application online. The link is:
https://admissions.phsc.edu/getting-started/dual-enrollment-online-registration

Question: **Will dual enrollment students who need to submit a reapplication be allowed to complete the online dual enrollment application?**

Answer: Yes, dual enrollment students who applied for admissions over a year ago but never enrolled in a dual enrollment course will be allowed to submit the reapplication via the online dual enrollment application.

Question: **How long will the students' test scores remain in the online registration system (Dynamic Form)?**

Answer: Dual enrollment required documents (test scores, GPA, and prerequisite/ co-requisite documentation) is only valid in Dynamic Forms for one semester.

Steps to Registration

Question: **How can students prepare for the online registration process?**

Answer: The online dual enrollment registration process begins with the student and parent/guardian completing and submitting the Dual Enrollment Request Worksheet to their respective high school counselor.

Question: **How will students access the online registration system?**

Answer: Students will access the WISE online registration system via my.phsc.edu.

Question: **What if the parent/guardian doesn't have an email address?**

Answer: The parent/guardian must have an email address as the online process requires an electronic signature for a parent/guardian authorization. The parent/guardian may obtain a free email account from gmail.com or yahoo.com. Note: Brighthouse.com and rr.com email addresses cannot currently be used to access Dynamic Forms.

Question: **Where can students see a list of the current semester course offerings?**

Answer: The Course Schedule is available on the PHSC Webpage (phsc.edu). A link to the Course Schedule is at the top of the page.

Question: **Will the online registration system prevent dual enrollment students from registering for a Term A or B class?**

Answer: Yes, the online registration system has been programmed to prevent students from registering for a term A or B course.

Question: **Where can students find out if a course has a prerequisite or corequisite?**

Answer: Prerequisite and corequisite information is noted on the course description in the college catalog. The course catalog is located at http://phsc.smartcatalogiq.com/en/current/Catalog-and-Student-Handbook

Question: **How will students be notified of their course approval?**

Answer: A confirmation will be sent to each dual enrollment students' PHSC email confirming approval of dual enrollment courses.

Question: **How does a student access their PHSC email?**

Answer: Dual enrollment students access their PSHC email through the PHSC Student Portal at https://my.phsc.edu.

Question: **What should the student do if they do not receive the email notification and/or confirmation?**

Answer: The students should check their spam folder for an email from forms@phsc.edu.

Question: **If a PHSC academic advisor denies a course, will the entire course request be denied or just that course?**

Answer: Should PHSC academic advisors deny a course, only that course will be denied. However, the PHSC academic advisor does have the option to reject the entire request if the requirements (GPA, test scores, and prerequisites) are not met.

General Information

Question: **Are students who successfully pass the Advance Placement (AP) examination allowed to enroll in the same course for dual enrollment credit?**

Answer: No. Students who pass the AP examination are not permitted to earn postsecondary credit for that course via dual enrollment.

Question: **What should students, parents/guardians, high school counselors and/or PHSC academic advisors do if they have technical difficulties with the dynamic form?**

Answer: Students, parents/guardians, and high school counselors should contact their respective school district representative. PHSC academic advisors should contact their Assistant Dean of Student Affairs and Enrollment Management.