

# Dual Enrollment Online Registration

## *Frequently Asked Questions*

### *for Summer 2019 (2019-3)*

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## Eligibility + Important Dates

**Question:** Who is eligible for online dual enrollment registration?

**Answer:** The online dual enrollment registration for the summer is restricted to Pasco and Hernando County's public school students currently enrolled as sophomores and juniors.

**Question:** When can current enrolled 11<sup>th</sup> and 10<sup>h</sup> grade dual enrollment students register online for classes?

**Answer:** Pasco and Hernando County's public school students enrolled in the 10<sup>th</sup> and 11<sup>th</sup> grade can register as follows:

### Dual Enrollment Registration Dates for Currently Enrolled 11<sup>th</sup> Graders

| Credit/GPA | Web Registration | Time                                     |
|------------|------------------|--|
| 30+        | April 22         | Web registration beginning at 8:00 a.m.  |
| 15+        | April 22         | Web registration beginning at 9:00 a.m.  |
| 1+         | April 22         | Web registration beginning at 10:00 a.m. |
| First Time | April 22         | Web registration beginning at 11:00 a.m. |

### Dual Enrollment Registration Dates for Currently Enrolled 10<sup>th</sup> Graders

| Credit/GPA | Web Registration | Time                                     |
|------------|------------------|--|
| 30+        | April 23         | Web registration beginning at 8:00 a.m.  |
| 15+        | April 23         | Web registration beginning at 9:00 a.m.  |
| 1+         | April 23         | Web registration beginning at 10:00 a.m. |
| First Time | April 23         | Web registration beginning at 11:00 a.m. |

# Application

- Question:** Can new dual enrollment juniors and sophomores complete the online admissions application?
- Answer:** Yes, new dual enrollment 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 (Online Dual Enrollment Form)?
- Answer:** Dual enrollment required documents (test scores, GPA, and prerequisite/ co-requisite documentation) are only valid for one semester within the Online Dual Enrollment Form.

# Steps to Registration

- Question:** How can dual enrollment students begin the online registration process?
- Answer:** The online dual enrollment registration process begins with the student completing and submitting the Dual Enrollment Request Form.
- Question:** How will students access the online registration system?
- Answer:** Students will access the WISE online registration system via [my.phsc.edu](http://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](http://gmail.com) or [yahoo.com](http://yahoo.com).
- 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](http://phsc.edu)).
- 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 many classes should I include on my course registration request form?  
**Answer:** Students will indicate their course selection from a drop down menu of all eligible courses being taught during the summer semester. Students are encouraged to include the maximum number of courses, fourteen (14), on the form. *Note, if the course selections indicated are full and the student does not have additional courses approved, the student will need to resubmit a new request to include the additional courses which would start the approval process all over.*

**Question:** How will students be notified of their course approval?  
**Answer:** A high school counselor has the ability to deny the entire form or an individual course. A confirmation will be sent to the dual enrollment students' PHSC email confirming approval of dual enrollment courses by both the school counselor and academic advisor.

**Question:** How does a student access their PHSC email?  
**Answer:** Dual enrollment students access their PHSC 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](mailto: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 dual enrollment eligibility requirements (GPA, test scores, and prerequisites) are not met.

## General Information

**Question:** Are students who successfully pass the Advance Placement (AP), ACE, International Baccalaureate (IB) or CLEP examination allowed to enroll in the same course for dual enrollment credit?  
**Answer:** No. Students who pass the AP, ACE, IB or CLEP 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 Dual Enrollment Online Form?

Students, parents/guardians, high school counselors, and/or PHSC academic advisors should contact the PHSC Help desk at 727-816-3311 or [helpdesk@phsc.edu](mailto:helpdesk@phsc.edu) for assistance with technical difficulties with the Dual Enrollment Online Form.

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

Answer: The dual enrollment student will receive an email after the parent, high school counselor and PHSC academic advisor reviews the form. After the PHSC Academic Advisor has approved/denied the course(s) the student selected, he/she will receive an email to their PHSC email account listing the course(s) and the approval status. If a course or courses are denied, it will list the reason for the denial.

**Question: Are dual enrollment students required to complete a New Student Orientation?**

Answer: Effective Fall 2019 (2020-1) **ALL** dual enrollment students are required to complete an Online New Student Orientation Course before completing 15 credit hours. An advising hold will be placed on all dual enrollment students accounts until the Online New Student Orientation Course has been satisfied.

**Question: What are the teaching modalities available to a dual enrollment student?**

Answer: Dual enrollment students may take a dual enrollment course at the high school, on a PHSC campus, and online.

**Question: Are dual enrollment students required to complete the Online Readiness Course?**

Answer: Any dual enrollment student planning to take an online course is required to complete the Online Readiness Course. The Online Readiness Course is located in Canvas (via MyPHSC).