

**Zephyrhills High School
Dual Enrollment Handbook
201 - 201**

**Developed by Julie Moore
Zephyrhills High School
Office of School Counseling**

Zephyrhills High School Dual Enrollment Step-by-Step Procedures for students

a--APPLY for admission to PHSC b—Take a Placement TEST c--REGISTER for classes

1 – If you are interested in Dual Enrollment (D.E.) courses attend a Dual Enrollment Orientation OR request a meeting with your School Counselor through the standard School Counseling request form. Please indicate “Dual Enrollment” in the “additional info” area on the request form.

2 – Your School Counselor will first determine whether you have the Grade Point Average (G.P.A.) eligible for the program you are interested in. A 3.0 UNWEIGHTED cumulative for academic programs and 2.0 UNWEIGHTED cumulative for technical programs is required. You may not get an application or take the PERT test prior to having the required G.P.A.

3 – The student must fill out a **D.E. application** provided by your School Counselor prior to being able to take the required PERT exam at PHSC or ZHS if offered. This form must have a parent or guardian signature.

4 – If you are a current D.E. student, your PERT scores will determine which classes you are eligible to take. All academic courses require particular cut-off scores. Cut-off scores are also required in elective courses as well.

5 – Take the PERT exam. It is offered at the high school typically the first Thursday of every month after school. You must call the PHSC learning lab at 352-518-1240 to make an appointment for the test if taking at PHSC. Do NOT go up to PHSC without first having a completed PHSC application and an appointment at the learning lab. You may also only take the section you need. (see page 6 for eligible scores)

6 – Bring your completed PERT scores back to your School Counselor at ZHS they will review them with you and advise you for which courses you are eligible. You will then receive a “**Dual Enrollment request for classes form**”, and you will be required to get a parent or guardian and your School Counselor’s signature and take the form up to PHSC yourself. At times ZHS and PHSC will provide a registration event at the high school for this purpose. You must also have a copy of your GPA verification. It is your responsibility to follow through. Your parent may accompany you, but they may NOT register for you. The students must register at PHSC themselves.

7 – Please do not go to PHSC hoping to be served without following the above procedure. If you do, the PHSC staff will turn you away. Only those students who complete the process will be registered D.E. students. If you only complete the ZHS online registration process that does not mean that you are enrolled in Dual Enrollment courses even if they are offered on the high school campus.

8 – Textbook information is typically available through the District School board of Pasco County’s website or within this booklet.

Note: If you have taken the ACT or SAT exam, those scores may be used in place of PERT scores. See the D.E. test score requirement page for details.

ZHS NEW DUAL ENROLLMENT (D.E.) INFORMATION/PROCEDURES/RULES

EFFECTIVE 2017-2018 SCHOOL YEAR

For those students who wish to take Fall, 2017-2018 D.E. courses, the course schedule is available online at <http://www.phsc.edu> - Make sure that you are looking especially at EC or East Campus-Dade City or PC Porter Campus (new Wiregrass location) locations and at times that are suitable for your ZHS schedule. Courses located on the ZHS campus will not appear on the PHSC website. The PHSC website now gives you the ability to sort by course, campus and other sort options. Your School Counselor will NOT sign your D.E. form unless it is completely filled out!!

Registration:

- Typically students always turn in forms to PHSC, not to the Office of School Counseling unless we host a special dual enrollment registration event.
- You must register for courses each semester, even the courses offered on the high school campus! ZHS students must register at the DADE CITY PHSC campus even if they plan to take courses at another campus such as Porter Campus.

Course Request Form:

- REMEMBER! Just because you indicate your interest in Dual Enrollment courses, this does not mean that you are registered at PHSC!!! You still must COMPLETE the process with the COURSE REQUEST FORM.
- Your School Counselor will be required to indicate your current **unweighted** G.P.A. on each request form. Be sure that you are maintaining a 3.0 or above!!

Course Limits and Restrictions:

- Students who take a combination of ZHS and Dual enrollment classes will be restricted to a total of 16 college credits.
- 9th grade students may only take DE courses that are offered at their High School. 10th grade students are restricted to only 7 credit hours at the PHSC campus. They must have the qualifying unweighted high school G.P.A. and test scores.

Withdrawal from a Dual Enrollment Class:

- Students will have until the 5th week to withdraw from a Dual Enrollment class. No exceptions.

Duplicate credits:

- Students who take an A.P. course may not take the similar Dual Enrollment courses that will result in duplicate credit. (example: A.P. English Language-D.E. English Composition 1).

Registration Forms:

- Your School Counselor will only sign COMPLETELY filled out registration forms. Make sure that you have allowed adequate time to see him/her and that you have filled out course names, numbers and sections. Do not ask for a blank form to be signed because you will miss the deadline and are in a hurry!

Timing of Semester 2 Eligibility:

- If you do not have a 3.0 un-weighted G.P.A. for the second semester (spring semester), your G.P.A. may not be updated in time for you to take D.E. courses semester 2. Grades for semester 2 courses at times are posted too late for adequate time to apply, test and register for classes by the deadlines.

Courses at the High School:

- If a Dual Enrollment course is offered at the high school, you will be required to take the class at the high school. (D.E. English Composition I & II, Intermediate Algebra (semester 1) or College Algebra (sem 2)).

Senior Course requirement:

- Seniors wanting to take American Government or Economics through D.E. need to sign up for:
*American Government=American Federal Government (PHSC) *Economics=Principles of Macroeconomics (preferred) or Principles of Microeconomics. Also, starting this year any student taking a dual enrollment economics course **MUST** take the financial literacy “Everfy” module for the course to count toward graduation requirements. See your School Counselor for details.

Summer and Mini-Terms:

- Students will no longer be allowed to register for any “mini term” within the PHSC schedule these terms are usually labeled Term IA, IB, IIA, IIB. There is no longer summer Dual Enrollment for high school students.

Confusion about High School vs. College credits

- Most college courses are worth 3,4 or even 5 credits for college. Those same courses will **ONLY** be worth a half credit or a whole credit for high school. Most college courses are worth ½ credit for high school.
- **The exceptions are:**
- Science: Any lecture class with a lab = 1 H.S. credit
- Math: Any class at the College Algebra level or above: 1 H.S. credit
- Foreign Language: = 1 H.S. credit
- Some English courses: English Composition 1 = 1 H.S. credit, English Composition 2 = 1 H.S. credit

Credit Limits:

- If you reach 60-credit hours and/or earn your A.A. prior to the end of a school year, you may not take any additional D.E. courses.

PERT Testing:

- ACT and SAT scores can be used as a substitute to become Dual Enrollment eligible.
- If you must re-take the PERT exam at PHSC, call 352-518-1240 and set up an appointment to ensure availability.

College Academic Advisement:

- It is important to meet with the PHCC advisor for all college advisement/financial aid concerns and questions. **Stephanie Caddell is our PHCC advisor and may be reached at 352-518-1204 or 352-518-1310, or caddells@phsc.edu for additional assistance!**

Full Time Dual Enrollment Rules

- Students must have both 16 college credits **AND** the equivalent to 3 high school credits per semester to be considered full-time dual enrollment students. If one of those criteria are not met, the student **MUST** have six courses per semester in their high school schedule.

Dual Enrollment Test Score Requirements

(Update 01/17)

English Comp I & II

Must have a Reading and English scores of at least:

PERT: Read: 106 Writing: 103

Old SAT: 440 (prior to March 2016), New SAT Read 24-40/ Writing 25-40

ACT: 19 Reading/17 English

Mathematics

Intermediate Algebra

PERT: 114-122

Old SAT: 440 (prior to March 2016), New SAT 24.0-24.4

ACT: 19

College Algebra, Math for Liberal Arts, College Geometry

PERT: 123-150

Old SAT: 490 (prior to March 2016), New SAT 26.0-28.0 (College Algebra)

ACT: 21

Science

PSC, PHY, BSC, BOT

PERT: Read – 106 & Elementary Algebra – 114

SAT: Read – 440 & Elementary Algebra – 440

ACT: Read – 19 & Elementary Algebra – 19

Only these courses can be taken with the above-mentioned Reading score:

BSC1005 – Intro to Bio

BSC1007L – Life Sci. Lab

BSC1020 – Human Bio

BSC1050 – Intro to Env. Sci.

OCE2001 – Intro to Ocean

BOT1010C - Botany

GLY2151 – Geol & Environ Sci.

Social & Behavioral Sciences/Humanities/Electives/ now require minimum test score requirements in Reading and English (same as English Comp). The also must take the math test.

Students will ONLY be allowed to complete 12 credits hours if they have not met ALL test score requirements.

**WELCOME TO THE PASCO COUNTY
SCHOOLS
DUAL ENROLLMENT TEXTBOOKS
DISTRIBUTION**

CHECK-OUT PROCEDURES

- 1. Please take a number and an agreement form**
- 2. Give the staff your schedule**
- 3. Please have a seat**
- 4. Complete the agreement form**
- 5. For final check-out, wait for your number to be called**

***You will not be permitted to
check-out books if you have an
outstanding obligation for lost or
late returned dual enrollment
textbooks.**

**Textbooks can only be checked
out by the enrolled student or
parent/guardian.**

DUAL ENROLLMENT TEXTBOOK MESSAGE

PICK -UP

GREETINGS PARENTS STUDENTS & GUARDIANS OF THE DUAL
ENROLLMENT STUDENTS OF PASCO COUNTY SCHOOLS

THIS MESSAGE IS TO INFORM YOU THAT AUGUST 14TH THROUGH
SEPTEMBER 1ST WILL BE THE DAYS FOR DUAL ENROLLMENT STUDENTS
TO PICK-UP THEIR TEXTBOOKS FOR FALL SEMESTER 2017.

TEXTBOOKS WILL BE DISTRIBUTED FROM

8:30AM- 4:30PM MONDAY - FRIDAY

AT THE DISTRICT OFFICE

District Dual Enrollment Textbook Depository Center

7227 Land O Lakes Blvd. Building 3 North

Land O Lakes, FL 34648 (813) 794-2464

AND AT THE REMOTE SITES ON THE FOLLOWING DATES AND TIMES

Thomas E. Weightman Middle School

30649 Wells Road Wesley Chapel, FL 33545 Phone: (813) 794-0200

3:00 PM to 7:30 PM

August 14th

August 16th

August 21st

August 23rd

August 28th

August 30th

Marchman Technical College

7825 Campus Drive New Port Richey, FL 34653 Phone: (727) 774-1700

3:00 PM to 7:30 PM

August 15th

August 17th

August 22nd

August 24th

August 29th

August 31st

Changes for Dual Enrollment Effective Dates Starting

Fall Semester 2017

- Late fees will start in the Fall Semester 2017
(\$2.00 a day per book).
- All textbooks must be returned before any new textbooks will be distributed.
- All vouchers must be used within 30 days of the date issued.
- Check all access codes that are purchased or hand given to make sure they work within 30 days of date issued.
- If you add a class or drop a class make sure all transaction are made during the add/ drop period. If a voucher is required, remember it must be used within 30 day of the issued date.

FALL

2017

**District Complex
Building 3**

7227 Land O Lakes Blvd. Building 3 North

Land O Lakes, FL 34648 (813) 794-2464

8:30 AM - 4:30 PM

closed for lunch from 1PM - 2PM

Monday, August 14th through Friday, September 1st

Thomas E. Weightman Middle School

30649 Wells Road Wesley Chapel, FL 33545 Phone: (813) 794-0200

3:00 PM to 7:30 PM

August 14th

August 16th

August 21st

August 23rd

August 28th

August 30th

Marchman Technical College

7825 Campus Drive New Port Richey, FL 34653 Phone: (727) 774-1700

3:00 PM to 7:30 PM

August 15th

August 17th

August 22nd

August 24th

August 29th

August 31st

SPRING SEMESTER 2018

District Complex

7227 Land O Lakes Blvd. Building 3 North

Land O Lakes, FL 34648 (813) 794-2464

8:30 AM - 4:30 PM

Closed for lunch from 1PM - 2PM

December 11th through December 21st 2017

And

January 8th through January 22nd 2018

**The district will be closed on
January 15th.**

Thomas E. Weightman Middle School

30649 Wells Road Wesley Chapel, FL 33545 Phone: (813) 794-0200

3:00 PM to 7:30 PM

December 11^h

December 13th

December 18th

December 20th

January 8th

January 10th

January 17th

January 22nd

Marchman Technical College

7825 Campus Drive New Port Richey, FL 34653 Phone: (727) 774-1700

3:00 PM TO 7:30 PM

DECEMBER 12th

DECEMBER 14th

DECEMBER 19th

DECEMBER 21ST

January 9TH

January 11th

January 16th

January 18th



Dual Enrollment Course Equivalency List



Student Name _____

Social Security # _____

Date _____

English

PHSC Course	HS Credit	ZHS Equivalent Course
ENC1101 English Comp I	1.0/semester	English 3 / English 4
ENC1102 English Comp II	1.0/semester	English 3 / English 4
ENL2012 British Lit I	1.0/semester	English
ENL2022 British Lit II	1.0/semester	English
LIT2110 World Lit to Renaiss	1.0/semester	English

Math

PHSC Course	HS Credit	ZHS Equivalent Course
MAC1105 College Algebra	1.0/semester	Math
MGF1106 Math for Lib Arts I	1.0/semester	Math
MGF1107 Math for Lib Arts II	1.0/semester	Math
MAT1033 Intermediate Algebra	0.5/semester	Math
MAC2233 Applied Calculus	1.0/semester	Math
MAC1147 PreCalc Alg Trig	1.0/semester	Math
MTG2206 College Geometry	1.0/semester	Math
STA2023 Intro to Statistics	1.0/semester	Math
MAC2311 Calc & Analyt Geom I	1.0/semester	Math

Science

PHSC Course	HS Credit	ZHS Equivalent Course
BSC2010/L Biology I w/lab	1.0/semester	Science
BSC2011/L Biology II w/lab	1.0/semester	Science
BSC1085/L Human Anat/Phys I w/lab	1.0/semester	Science
BSC1086/L Human Anat/Phys II w/lab	1.0/semester	Science
CHM1025/L Intro to Chemistry w/lab	1.0/semester	Science
PHY1053/L General Physics I w/lab	1.0/semester	Science
PHY2048 Gen Physics I w/Calculus	0.5/semester	Science
PSC1341 Physical Science	0.5/semester	Science
MET2010 Weather and Climate	0.5/semester	Science
GLY2010 Intro Phys Geology	0.5/semester	Science
AST1002 Intro Astronomy	0.5/semester	Science
BSC1050 Intro Envir Science	0.5/semester	Science
BSC1311 Marine Biology	0.5/semester	Science
OCE2001 Intro Oceanography	0.5/semester	Science
BSC1020 Human Biology	0.5/semester	Science
BSC1005 Intro to Biology	0.5/semester	Science
PSC1121 Surv Physical Science	0.5/semester	Science

Social Studies

PHSC Course	HS Credit	ZHS Equivalent Course
POS2041 American Fed Govt	0.5/semester	Amer Gov't
ECO2013 Prin of Macroeconomics	0.5/semester	Econ
ECO2023 Prin of Microeconomics	0.5/semester	Econ
AMH2010 US History to 1877	0.5/semester	US History
AMH2020 US History from 1877	0.5/semester	US History

Performing and Fine Arts Electives

PHSC Course	HS Credit	ZHS Equivalent Course
ARH1000 Art Appreciation	0.5/semester	Fine Arts
ART1300 Drawing I	0.5/semester	Fine Arts
ART1301 Drawing II	0.5/semester	Fine Arts
MUL1110 Music Appreciation	0.5/semester	Fine Arts
SPC2608 Intro to Public Speaking	0.5/semester	Fine Arts
THE1000 Intro to Theatre	0.5/semester	Fine Arts
THE2010 Surv of Drama: Ancient Greece to Early Renaissance	0.5/semester	Fine Arts
THE2011 Surv of Drama: High Renaissance to Present	0.5/semester	Fine Arts

Foreign Languages

PHSC Course	HS Credit	ZHS Equivalent Course
SPN1120 Beg Spanish I	1.0/semester	Foreign Language Elective
SPN1121 Beg Spanish II	1.0/semester	Foreign Language Elective
ASL1140 Basic American Sign Lang	1.0/semester	Foreign Language Elective
ASL1150 Interm Amer Sign Lang	1.0/semester	Foreign Language Elective

Please see your school counselor if you have any questions.

Counselor Signature_____

PASCO-HERNANDO COMMUNITY COLLEGE
APPLICATION FOR ADMISSION: DUAL ENROLLMENT HIGH SCHOOL STUDENT

INSTRUCTIONS: Please complete all items on this form, including signatures and dates. Attach a copy of your unweighted high school GPA of 3.0 (college credit courses) or 2.0 (technical credit courses). Enrollment in courses is contingent upon submission of appropriate placement test scores (ACT, FCELT, SAT), appropriate school official's signature and unweighted GPA.

1. Social Security Number:

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2. Legal Name:

Last	First	Middle Initial
------	-------	----------------
3. Address:

Number & Street (include apartment number if appropriate)

4. Phone Numbers:

() Primary	() Other
--------------------	------------------
5. Date of Birth:

	/		/	
--	---	--	---	--

 Gender:

[]

 Male

[]

 Female
6. Email Address:

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7. Race: Are you Hispanic?

<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Not Reporting
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Check all that apply

<input type="checkbox"/> White	<input type="checkbox"/> Asian/East Indian	<input type="checkbox"/> Black/African American	<input type="checkbox"/> Native American/Indian	<input type="checkbox"/> Native Hawaiian/Pacific Islander
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8. Does your mother/guardian have a bachelor's degree?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure/Not answered
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9. Does your father/guardian have a bachelor's degree?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure/Not answered
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10. Are you a citizen of the United States?

[]

 Yes

[]

 No
If NO, indicate your country of birth:

--

 Citizenship

--

USCIS Status

[]

 Alien Resident Number:

--

 (attach copy of card)

[]

 Non-resident of U.S. Visa Type:

--

 Expiration Date:

--

(attach a copy of your passport and I-94 card)
11. Is a language other than English your native (first) language?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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12. Check the term and indicate the year you plan to begin your enrollment:

[]	Fall	Yr: <table border="1" style="width: 100%;"><tr><td> </td></tr></table>		[]	Spring	Yr: <table border="1" style="width: 100%;"><tr><td> </td></tr></table>		[]	Summer	Yr: <table border="1" style="width: 100%;"><tr><td> </td></tr></table>	
13. Check the type of courses in which you plan to enroll:

[]	Courses for college level credit (numbered 1000 level or above)			
[]	Technical Credit: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>[]</td></tr></table> Medical Coder/Biller <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>[]</td></tr></table> Dental Assisting <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>[]</td></tr></table> Health Unit Coordinator	[]	[]	[]
[]				
[]				
[]				
	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>[]</td></tr></table> Medical Records <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>[]</td></tr></table> Medical Administrative Specialist	[]	[]	
[]				
[]				
	<table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>[]</td></tr></table> Applied Welding Technologies	[]		
[]				
15. Name of High School

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 Expected Grad. Date

	/	
Mo		Yr

APPLICANT CERTIFICATION: I certify that the answers given herein are true and correct to the best of my knowledge. I agree that, if accepted, I will abide by all rules, regulations and policies of the College, now and hereafter adopted, as set forth in the District Board of Trustees Rules and as published in the College Catalog/Student Handbook. I understand that falsification of information in any admissions document is grounds for denial of admission and may result in dismissal from the College. I hereby give permission to PHCC to photograph me and to publish such photos in any PHCC advertising media, including videotapes, slides, printed publications and any other media form, for all of the uses permitted by Florida Statute. I also agree to the release of any transcripts and/or test scores to be sent electronically to or from PHCC to other educational institutions as needed for educational purposes.

Applicant's Signature

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 Date

--

Parent/Legal Guardian's Signature

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 Date

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PASCO-HERNANDO STATE COLLEGE - REGISTRATION FORM

Student ID No.		Last Name		First Name		Middle Name	
DATE:		Have you applied for financial aid? Yes No		Have you applied for Veteran's Benefits? Yes No		Are you a top 10% H.S. graduate? Yes No	
YEAR/TERM		Program Declaration A.A. (major:) A.S. (major:) Certificate (major:)		Are you changing your major this term? Yes No		Are you a dual enrollment student? Yes No	
SECTION NUMBER		COURSE LETTERS AND NUMBERS	COURSE TITLE	OR HR	MEETING DATES/TIMES	AUDIT	COURSE CHANGES ADD DROP
					M T W R F S U TIME:		ADVISOR AREA OVERRIDE INITIAL
					M T W R F S U TIME:		
					M T W R F S U TIME:		
					M T W R F S U TIME:		
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The College does not process phone requests to add, drop or withdraw from a course. Students should personally visit any Student Services office to complete those activities. Students receiving financial aid should be aware that dropping or withdrawing from a class may affect their financial aid eligibility and place them into an overpayment status. After the add/drop period each term, financial aid students should first contact the Financial Aid office before processing a change to their schedule.

PLEASE KEEP YOUR COPY OF THIS FORM AS CONFIRMATION OF YOUR REGISTRATION

Only if you are paying your fees by mail, tear off and enclose the top copy of this form with your payment. (See the reverse side for mail-in procedures.)

READMISSION: Students enrolled previously at PHSC who have not attended PHSC for one full year or more **MUST** complete a free readmission application to update their records before they can register.

Fee Amount Due Term _____ Total Fees Due \$ _____	
Payment Dates Total Fees Are Due By _____ Last Day To Drop With A Refund: _____ <i>Students who do not pay their fees by the required deadline will be disenrolled (dropped) from their classes. A late fee (\$20) will apply to all students who register during the add/drop period.</i> Student Signature _____	

Student Name: _____ Student ID No.: _____ Phone Number: (Home)() () _____ (Work)() () _____	Payment Method: <input type="checkbox"/> Personal Check (Chk. # _____) <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard (PHSC does not accept any other credit cards at this time.) Credit Card Number: _____ Card Expiration Date: _____ Signature of Credit Card Owner: _____ <i>(The owner of the credit card must sign this section or the credit card payment will not be accepted)</i> Date Received: _____ Initial Mail: _____ Cashier: _____ Date: _____
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DISTRICT SCHOOL BOARD OF PASCO COUNTY
HIGH SCHOOL/PASCO-HERNANDO COMMUNITY COLLEGE
DUAL ENROLLMENT REQUEST

MIS Form #451
Rev. 4/09

This form is to be used by students meeting Dual Enrollment GPA and test requirements.

DISTRICT STUDENT NUMBER _____ PHCC STUDENT ID NUMBER _____

NAME _____ GRADE _____
Last First Middle

HIGH SCHOOL _____ INTENDED MAJOR _____

I request dual enrollment in the following college-level courses:

PHCC COURSE #	SECTION #	PHCC COURSE TITLE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

CAMPUS
(CHECK)
HS / PHCC

SUBJECT
AREA

TERM (CHECK)

FALL	SPRING	SUMMER		
		III	IIIA	IIIB

Maximum # of courses student may take: _____

ALTERNATE CHOICES - In ORDER of Priority
(if above courses are not available)

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

CAMPUS
(CHECK)
HS / PHCC

SUBJECT AREA

FALL	SPRING	SUMMER III	SUMMER IIIA	SUMMER IIIB

I certify that this student meets the unweighted GPA requirement and that the courses listed above meet high school graduation requirements.

- | | |
|--|---|
| <input type="checkbox"/> No DE application attached - prior DE student | <input type="checkbox"/> PBD student meets program requirements |
| <input type="checkbox"/> No test score - student needs to take CPT | <input type="checkbox"/> Career Academy Student |
| <input type="checkbox"/> Minimum GPA confirmed as _____ (S519 Screen) | |
| <input type="checkbox"/> Minimum test scores confirmed as attached (S735 Screen) | |

High School Guidance Counselor Signature _____ Date _____

- We hereby authorize the exchange of grade/transcript data between the above listed high school and PHCC for purposes related to the dual enrollment program.
- We request the student be enrolled in the above courses but we understand the student must meet PHCC enrollment criteria.
- We agree transportation to and from the PHCC campus will be entirely the responsibility of the student/family.
- We understand credits will be used to fulfill high school graduation requirements and/or college or technical credit.
- We understand the transfer of these credits is subject to the approval of each college or university.
- We understand the student must see a PHCC advisor to register for classes held on the PHCC campus.
- We understand the student must be enrolled for a total of six (6) classes per semester and must follow the District's and PHCC's policies and timelines for drop/add and withdrawal from courses.

Student Signature _____ Date _____

Parent Signature _____ Date _____

FOR PHCC USE ONLY:

I certify that the student meets the criteria and conditions to enroll in the above courses except as noted below.

- | | |
|---|---|
| <input type="checkbox"/> Test Scores OK | <input type="checkbox"/> Meets all pre-reqs |
| <input type="checkbox"/> Insufficient test scores (see below) | <input type="checkbox"/> Does not meet pre-reqs (see below) |

PHCC Advisor Signature _____ Date _____