Step-by-Step Guide for Dual Enrollment

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STEP
01

Student Applies to PHSC

Requirements for Taking Dual Enrollment Classes:

- **Must have (and maintain) a minimum <u>unweighted 3.000 GPA</u>.**

- **Must have the following PERT, SAT, <u>or</u> ACT test scores:**

PERT	**SAT**	**ACT**
Reading – 106	Reading – 24	Reading – 19
Writing – 103	Writing – 25	English – 17
Math – 114*	Math – 24*	Math – 19*
(123 for College Algebra and beyond)	(26 for College Algebra and beyond)	(21 for College Algebra and beyond)

*Students are restricted to 12 total credit hours without having the minimum math score.

Applying to PHSC as a Dual Enrollment Student:

- **Complete the online application.**
  - o **New** dual enrollment students must complete the online application.
  - o **Previous** dual enrollment students who were not enrolled in the last 12 months must complete an online application.
  - o Application: https://cpnta.phsc.edu/dualapp/english/WDEAI.aspx
  - o Make sure that you write down the information that you use to apply as you will need that later on to access your account.

- **Take the PERT (Postsecondary Education Readiness Test) at PHSC or submit approved SAT/ACT scores.**
  - o For testing hours/locations: https://testing.phsc.edu/exam/common/pert
  - o After taking the test, bring PERT scores to HS counselor.

STEP
02

Student Identifies Potential Courses

Important reminders when planning for the courses you want to take:

- 16 credit hours is the maximum number of hours that can be accessed through DE during the **Fall** and **Spring** terms.

- 7 credit hours is the maximum number of hours that can be accessed through DE during the **Summer** term.

- **10th grade students** can only access 7 credit hours on the PHSC campus or online, the rest must be taken at the High School.

- **9th grade students** cannot take any courses at PHSC, but may access DE courses offered on the High School campus **OR** may take 3 online credit hours through PHSC each semester.

Same DE Classes Offerings at Your School

PHSC Course #	Course Title
ENC 1101	English Composition I
ENC 1102	English Composition II
LIT 1020	Intro Short Fiction
ENG 2103	World Cinema
AMH 2010	US History to 1877
AMH 2020	US History from 1877

IMPORTANT! If the course is offered at your school, the student MUST take the course at their school (not online or PHSC campus).

To search for classes at PHSC, go to the PHSC website and click "Course Schedule."
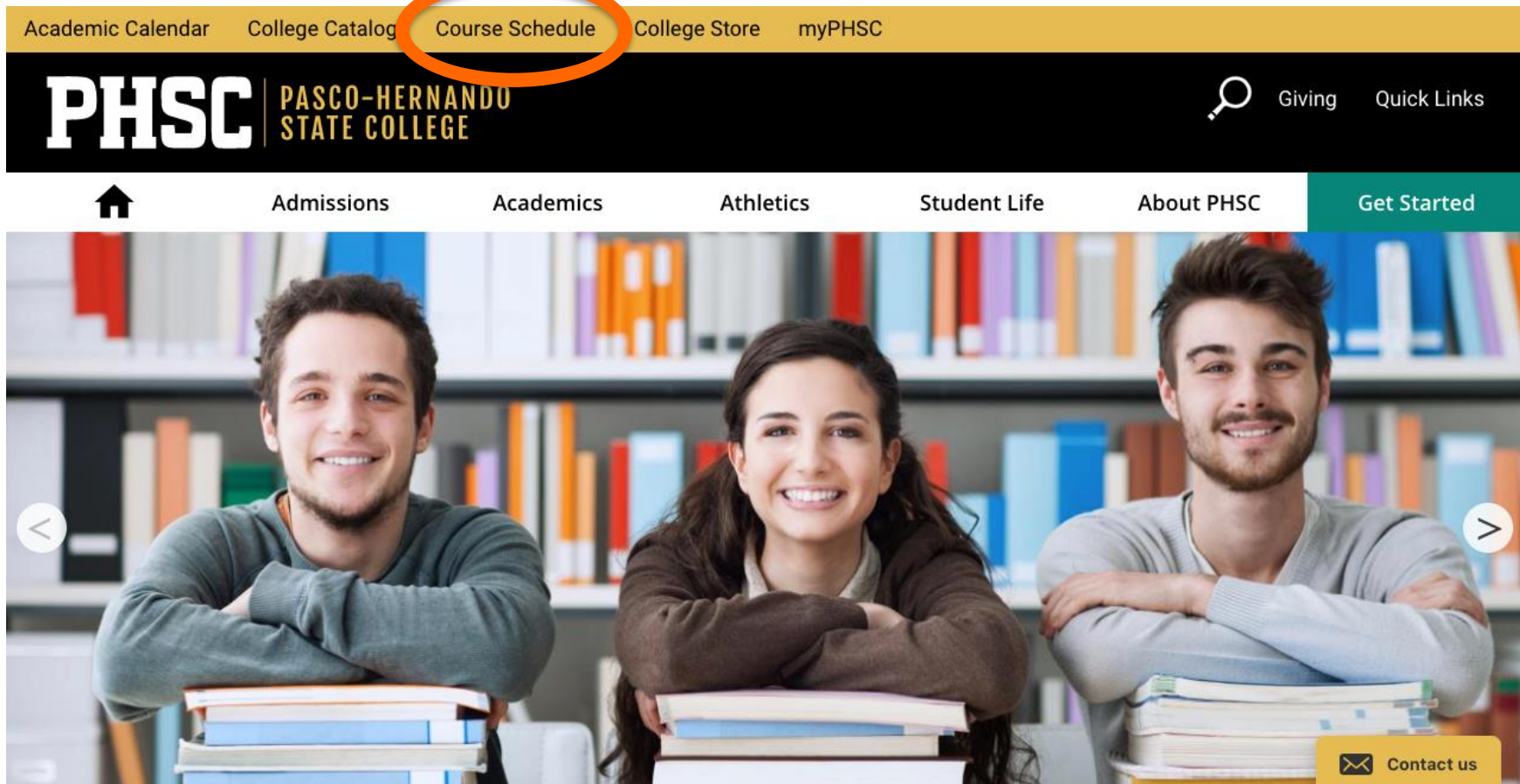
Select the correct term and campus.

Current Term

Fall 2019

Available Terms

Fall 2019
Spring 2020

Search

by Term

Spring 2020: Full 16 weeks

by Subject

- Any -

by Campus

| ✓ - Any - |
| East Campus |
| North Campus |
| Online |
| Porter Campus |
| Spring Hill Campus |
| West Campus |

- Any -

Accounting, General

Section	Availability	Name	Time	Campus	Delivery
7131	Open	Principles of Financial Accounting	8:30A- 9:45	Porter Campus	Hybrid
3500	Open	Principles of Financial Accounting	9:30A-10:45	West Campus	On Campus
2146	Open	Principles of Financial Accounting	12:30P- 1:45	North Campus	On Campus
4550	Open	Principles of Financial Accounting		Online	Online
1073	Open	Principles of Financial Accounting	9:30A-10:45	East Campus	Hybrid
4564	Open	Principles of Financial Accounting		Online	Online
6526	Open	Principles of Managerial Accounting	5:30P- 6:45	Spring Hill Campus	On Campus
3506	Open	Principles of Managerial Accounting	11:00A-12:15	West Campus	On Campus
1074	Open	Principles of Managerial Accounting	7:00P- 9:40	East Campus	On Campus

Check the availability and time for classes you are interested in taking. Once you find one, click on the class name.

Current Term

Fall 2019

Available Terms

Fall 2019
Spring 2020

Search

SPC

by Term

Spring 2020: Full 16 weeks

by Subject

- Any -

by Campus

- Any -

by Delivery

- Any -

by Day or Evening

Speech Communication

Section	Availability	Name	Time	Campus	Delivery
➕ 4219	Open	Introduction to Interpersonal Communications		Online	Online
➕ 6136	Open	Introduction to Public Speaking	9:30A-10:45	Spring Hill Campus	On Campus
➕ 2235	Open	Introduction to Public Speaking	7:00P- 9:40	North Campus	On Campus
➕ 4229	Open	Introduction to Public Speaking		Online	Online
➕ 7063	Open	Introduction to Public Speaking	12:30P- 1:45	Porter Campus	Hybrid
➕ 3079	Open	Introduction to Public Speaking	2:00P- 3:15	West Campus	On Campus
➕ 4230	Open	Introduction to Public Speaking		Online	Online
➕ 7218	Full	Introduction to Public Speaking	4:00P- 5:15	Porter Campus	On Campus

Find the PHSC course # and name.

- Make note of how the course will be taken: virtually, PHSC campus, or at the high school campus.

- Ensure that you meet any prerequisites needed to take the course.

Pasco-Hernando State College

WISE Login | myPHSC Login | Course Schedule | Academic Calendar | Directory | Bookstore

Home | Course Schedule | Login

Home | Schedule

SPC2608

INTRODUCTION TO PUBLIC SPEAKING

Permission Required: No
Distribution: Speech Communication
Prerequisite: (ENC0021 and REA0011) or (ENC0021 and REA0019)
Credits: 3.00 Credits
Lecture: 3.00 Hours

Course Description:

This course provides practice in the preparation and delivery of various professional public address forms such as narration, demonstration, inquiry, reporting, evocation, and oral interpretation. Listening and analytic skills will be stressed through student appraisals of both professional and class speeches, including those audio and videotaped. If used to meet the requirements of the AA Degree, a grade of 'C' or higher must be attained. 45 class hours.

Quick Links

Academic Calendar
Admissions
College Store
College Catalog
Events Calendar

Optional: fill out a course request planning worksheet to review with school counselor.

- This form can be used to fill out the dual enrollment online request form (a.k.a. Dynamic Form).

- Students should include alternate choices for courses at PHSC because many classes become full by the registration date.

✱EXAMPLE✱

Pasco-Hernando State College

Dual Enrollment Course Request Planning Worksheet

Complete the form below to select your DE courses and alternates. When completing the form put all options you are interested in/eligible for below. For each course listed indicate all instructional formats (online and/or face to face) with which you are comfortable, as to increase the amount of options available during registration. Completion of the PHSC online readiness course is required prior to enrolling in any online dual enrollment courses.

District Student ID Number __OOOOOO__ Current Grade __11th__ High School __LOLHS__

Last Name __Smith__ First Name __Jane__

Please circle a Program of Study: Associates in Arts Degree or Associates in Science Degree

Intended Major: (Ex. Engineering, Education, Pre-Med etc.)_____

	COURSE TITLE	ONLINE AT PHSC	FACE to FACE AT PHSC	HIGH SCHOOL CAMPUS
ENC 1101	English Comp 1			✓
AMH 2010	US Hist to 1877			✓
MAC 1105	College Algebra		✓	
✱ SPC 2608	Intro to Public Speaking		✓	
✱ PHI 1630	Applied Ethics		✓	
✱ CGS 1100	Microcomputer Applications		✓	
✱ ANT 2000	Intro to Anthropology		✓	
✱ SYG 2000	Intro to Sociology		✓	
✱ ARH 1000	Art Appreciation		✓	

✱ Include alternative choices for courses that you plan to take through PHSC (online or in person) in case top choices fill up by the registration date.

STEP
03

Student Completes Dynamic Form

Getting to the Online Dynamic Form:

- **The myPHSC username and default password are needed to log in to the Dynamic Form (a.k.a. Dual Enrollment Online Request Form). If a student has never changed their password to their myPHSC account, the student must:**
  - Log into WISE to obtain their myPHSC username and default password.
  - Student can change the default password using the Self Service Password Reset System (https://sspr.phsc.edu/sspr/public)

- **Go to the following website to get to the Dynamic Form:**
  - https://admissions.phsc.edu/start/high-school/dual-enroll/charter-public
  - Follow Step 4: click on the link for the "Dual Enrollment Request Form for Charter and Public Schools" and login with your myPHSC login information.

Admissions and Student Records

Search Admissions   Search PHSC Sites

🏠   Getting Started   Transcripts   Graduation   Resources

Home > Getting Started > High School Students > Dual Enrollment Program

Charter and Public School

New Students

Transfer Students

High School Students

  Collegiate High School

  Dual Enrollment Program

    Charter and Public School

    Frequently Asked Questions

    Home School

    Private School

    Registration Dates

International Students

Returning Students

Transient Students

Dual Enrollment for Charter or Public Schools

High school students who attend a charter or public school can register through the dual enrollment online registration form.

Steps to complete dual enrollment online registration:

1. New dual enrollment students must complete the online Dual Enrollment Admissions Application for Charter and Public School Students. Previous dual enrollment students who were not enrolled in the last 12 months, must also complete the online application.
2. **For Pasco County Students Only:** Complete the Course Request Planning Worksheet provided by their school counselor.
   - The Course Request Planning Worksheet, provided by their school district, must be submitted by the designated deadline to their respective school counselor.
3. The myPHSC username and default password are needed to log in to the Dual Enrollment Online Request Form. If the student has never changed their password to their myPHSC account the student must:
   - Log into WISE to obtain their myPHSC username and default password.
   - Change their default password using the Self Service Password Reset System (SSPR).
4. Complete the Dual Enrollment Request Form for Charter and Public Schools online by the deadline provided by their school district.
5. Parents receive an email notification and must log in to the Dual Enrollment Online Request Form and digitally sign the Terms and Conditions for their child's participation in the Dual Enrollment Program by the established deadline provided by the school district.

On this page
- Dual Enrollment Admissions Application for Charter and Public School Students
- Dual Enrollment Online Orientation
- Dual Enrollment Request Form for Charter and Public Schools
- Self Service Password Reset System

✉ Contact us

PHSC | PASCO-HERNANDO STATE COLLEGE

Enter your myPHSC Login ID and Password

Login ID

Password

Sign In

Tips for filling out the Online Dynamic Form:

- Make sure to put a parent email that is correct and accessible. (Information will be sent to the parent via this email.)

- When you enter your classes, add as many courses as possible to increase your chances of getting a class. (Some classes at PHSC may fill up before it is your turn to register. It's recommended to have backup options!)

- If you do not care if you take a course online or on campus, choose "PHSC on campus or online" to increase the number of sections available to you when it is time for registration.

- Put "On High School Campus" for the courses offered at your high school or through eSchool.

- IMPORTANT! Make sure you hit next all the way to the end (the signature page).

This needs to be the same parent email that is linked to the parent account.

Form Participants

Parent

First Name	Last Name	Email

High School Counselor

Please select

Contact information is in the format **Description: Last Name, First Name**

PHSC

Please select

Contact information is in the format **Description: Last Name, First Name**

Continue

STUDENTS - SELECT YOUR COURSES FROM THE LIST - YOU SHOULD ADD UP TO 14 AVAILABLE COURSES
PARENTS - PLEASE REVIEW THE COURSES YOUR STUDENT HAS SELECTED

I request dual enrollment in the following college-level courses that meet graduation requirements: (Max 16 credits per semester, max 7 credits in summer terms)

Please note: Please select course number from the course # list.

Last Name: ▪ [redacted]   First Name: ▪ [redacted]   PHSC Student ID Number ▪ [redacted]

Please Select the Term ▪ Fall 2020 ▼

*Acknowledgement Statement: You are highly encouraged to select up to 14 courses on this form. If a course is full when you are registering, ▪ ☑ and no other courses have been approved, you will need to complete a new form with additional courses.

For Campus - By choosing On Campus or Onli̶̶... will be able to register for either Online or On Campus course sections.

PHSC Course #	Campus	Counselor Decision	PHSC Advisor Decision	PHSC Advisor Decision Reason
ENC1101 -English Co ▼	High School Campus ▼	Approve ▼	Approved ▼	
MAC1105 -College Al ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
BSC1005 -Introductio ▼	High School Campus ▼	Approve ▼	Approved ▼	
HUM2230 -Humanitie ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
FRE1120 -Beginning ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
ECO2013 -Principles ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
SPC2608 -Introductio ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
CGS1100 -Microcomp ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
-- Please Select -- ▼				
-- Please Select -- ▼				
-- Please Select -- ▼				
-- Please Select -- ▼				
-- Please Select -- ▼				
-- Please Select -- ▼				

If the course is offered at your school, you must select "High School Campus".

Include backup options for the courses you plan to take through PHSC.

▪ ☑ I certify that the courses listed above meet high school graduation requirements.

Student must sign electronically for the Online Request Form to be processed.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name

Last Name

Previous   Sign Electronically

If you opt-out of the electronic signature process, the student's Online Dual Enrollment Request form will not be processed.
Opt out and print

STEP 04

Parent/Guardian Signs Terms and Conditions

Creating a parent account:

- A parent/guardian will need to make an account using the specific email address that the student entered on the Online Request Form.

- Once the parent receives the email, they will need to sign in with the account they made and fill out the form.

- **IMPORTANT! If email confirmation is not received, check spam for an email from ngwebsolutions.**

Summer 2019 DE Request Form - Signature Request

🚩 **forms** (forms@phsc.edu)   Sun, Mar 3, 2019 11:19 am

To: you   Details ∨

You are receiving this e-mail because Jan Scott needs your help in completing the Summer 2019 DE Request Form. Please click the link below to complete your section of the form.

You will be asked to electronically sign the form.

If you already have a Dynamic Forms account, please log directly in by entering your Username and Password. Otherwise, please create an account by clicking on the **Create New Account** link.

You can use the Forgot your username and Forgot your password links if you are unsure about your Dynamic Forms credentials.

Dynamic Forms

The parent/guardian will need to create a new account during the first time completing the online form process.

Parent/guardian must sign electronically for the student's Online Request Form to be processed and sent to the high school counselor.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name   **Last Name**

[   ]   [   ]

[Previous]   [Sign Electronically]

If you opt-out of the electronic signature process, the student's Online Dual Enrollment Request form will not be processed.
Opt out and print

STEP
05

HS Counselor Processes Online Request Form

HS counselor processes the student's Online Request Form.

- If the parent form goes through correctly, it will get sent to the school counselors to fill out their part and submit supporting documentation.

- Once the counselor approves the form, it will be sent to PHSC for approval by the academic advisor.

STEP 06

PHSC Advisor Approves or Denies Courses

PHSC academic advisor approves or denies courses.

- Students will receive an email notification from a PHSC academic advisor of approved/denied courses by the deadline established by the school district.

- This notification will be sent to the student's <u>PHSC email</u> only.

- Students can access their student email account after logging in to myPHSCportal (<u>https://phsc.edu/myphsc</u>).

STUDENTS - SELECT YOUR COURSES FROM THE LIST - YOU SHOULD ADD UP TO 14 AVAILABLE COURSES
PARENTS - PLEASE REVIEW THE COURSES YOUR STUDENT HAS SELECTED

I request dual enrollment in the following college-level courses that meet graduation requirements: (Max 16 credits per semester, max 7 credits in summer terms)

Please note: Please select course number from the course # list.

Last Name: * [████████████]   First Name: * [████████████]   PHSC Student ID Number * [████████████]

Please Select the Term * [Spring 2021 ▼]

*Acknowledgement Statement: You are highly encouraged to select up to 14 courses on this form. If a course is full when you are registering, * ☑
and no other courses have been approved, you will need to complete a new form with additional courses.

For Campus - By choosing On Campus or Online, you will be able to register for either Online or On Campus course sections.

PHSC Course #	Campus	Counselor Decision	PHSC Advisor Decision	PHSC Advisor Decision Reason
POS2041 -American F ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
STA2023 -Introduction ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
SPC2608 -Introductio ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
DEP2002 -Child Psyc ▼	PHSC - On Campus or Online ▼	Approve ▼	Approved ▼	
BSC1085 -Human An ▼	PHSC - On Campus or Online ▼	Approve ▼	Denied ▼	BSC1085 must be taken with its co-requisite BSC1085L.
-- Please Select -- ▼				
-- Please Select -- ▼				
▼				
▼				
▼				
▼				
▼				
▼				
-- Please Select -- ▼				

If a course is denied by school counselor or PHSC Advisor, you can fill out a new form with a new course or to correct the error.

You do not need to re-list the courses that were already approved in the first dynamic form.

* ☑ I certify that the courses listed above meet high school graduation requirements.

STEP
07

Student Completes DE Online Orientation

Completing the DE Orientation:

- **All dual enrollment students must successfully complete the Dual Enrollment Orientation prior to registering for classes.**
  - Students who have not completed this orientation will have a hold on their accounts and will not be able to register until the course has been completed.
  - All new and continuing dual enrollment students who have completed the Dual Enrollment application are automatically enrolled in the Dual Enrollment New Student Orientation course.
  - Students only need to complete this course ONCE. (It will meet the requirement for all future semesters.)

- **The DE Orientation can be found via the myPHSC portal in the Canvas learning platform.**
  - Accept the invitation (in Canvas) to join the Dual Enrollment Online Orientation.
  - If you do not see the invitation to accept at the top of the Canvas page, the Dual Enrollment Online Orientation can be found under the "Courses" tab.

Completing the Online Readiness Course:

- **<u>Any student who wants to register for an online class</u> must complete the Online Readiness Course.**
  - The Online Readiness Course can be taken after the student completes the Dual Enrollment Online Orientation.
  - The course can be found in the "Courses" tab in Canvas.
  - Students only need to complete this course ONCE. (It will meet the requirement for all future semesters.)

- **On average, students are able to complete the Online Readiness Course in 2 hours.**
  - The course requires students to work through five modules and obtain a score of 80% or higher on the final assessment.
  - Students do not need to complete the course in one sitting and retests are allowed on the assessment.

STEP
08

Student Registers for Approved Courses

Registering for Classes

- **Students can access the WISE online registration system via my.phsc.edu.**
    - View the "How to Register for Classes at PHSC Using WISE" video for more information
    - https://www.youtube.com/watch?v=xgu9RFbp2WY&feature=youtu.be

- **Students only need to register for the DE classes that they are taking at PHSC or online, NOT on the high school campus.** (Students are placed into courses on the high school campus through the high school course selection and scheduling process.)

- **Dual Enrollment Registration Dates:**
    - Check PHSC's website for registration dates and times
    - https://admissions.phsc.edu/start/high-school/dual-enroll/dates

USEFUL RESOURCES

- **Dual Enrollment FAQs:**
  https://admissions.phsc.edu/start/high-school/dual-enroll/faq

- **PHSC Academic Success Center:**
  https://academic-success.phsc.edu/

- **PHSC Student Success Resources:**
  https://advising.phsc.edu/resources/success

- **PERT Study Guide:**
  www.fldoe.org/core/fileparse.php/5592/urlt/0078248-pert-studentstudyguide.pdf

- **College Success Practice Tests:**
  https://college.measuredsuccess.com/mscollege/practiceTest2/

- **St. Pete College Free Online Prep Class:**
  https://mycoursessupport.spcollege.edu/free-online-courses-prepare-you-for-college.print

- **PERT Review Booklet for Mathematics:**
  https://valenciacollege.edu/students/assessments/documents/PERTmathbookletUPDATE.pdf