

Step-by-Step Guide for Dual Enrollment

STEP 1

**Student Meets
Requirements
and Applies to
PHSC**

Applying to PHSC as a Dual Enrollment Student:

- **Complete the online application.**
 - **New** dual enrollment students must complete the online application.
 - **Previous** dual enrollment students who were not enrolled in the last 12 months must complete an online application.
 - Application:
[https://cpnta.phsc.edu/csrs/\(S\(5mbcbqz5oojuiiivg4zhlrng\)\)/english/w_ebon.aspx](https://cpnta.phsc.edu/csrs/(S(5mbcbqz5oojuiiivg4zhlrng))/english/w_ebon.aspx)
 - Make sure that you write down the information that you use to apply as you will need that later to access your account.
- **Take the PERT (Postsecondary Education Readiness Test) at either ZHS or PHSC, or students use passing SAT/ACT/CLT scores.**
 - To take the PERT test at ZHS, sign up on the ZHS school website under the “Students” tab and click on the “PERT test Sign Up” choice.
 - For testing hours/locations at PHSC:
<https://testing.phsc.edu/exam/common/pert>
 - After taking the test at PHSC, bring PERT scores to the school counselor.

STEP 2

**Student Meets
Testing
Requirements**

Requirements for Taking Dual Enrollment Classes:

- **Must have (and maintain) a minimum unweighted 3.000 cumulative GPA.**
- **Must have the following PERT, SAT, or ACT test scores:**

PERT

Reading – 106

Writing – 103

Math – 114*

(123 for College Algebra
and beyond)

SAT

Reading – 24

Writing – 25

Math – 24*

(26 for College Algebra
and beyond)

ACT

Reading – 19

English – 17

Math – 19*

(21 for College Algebra
and beyond)

CLT

Reading – 38

English – 38

Math – 16

****NOTE: Students are restricted to 12 total credit hours (3-4 DE courses max) without having met the minimum math score.***

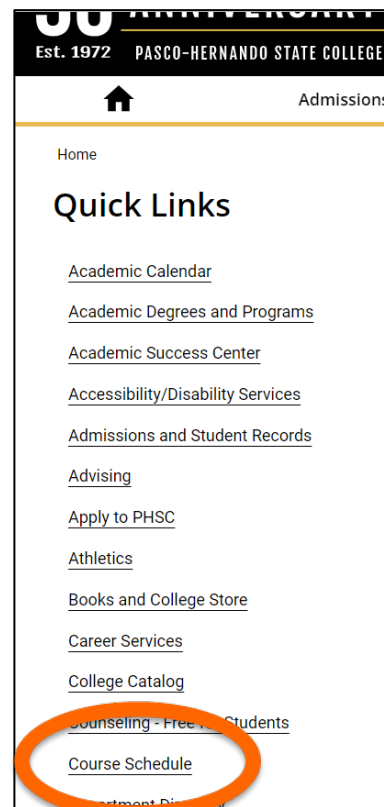
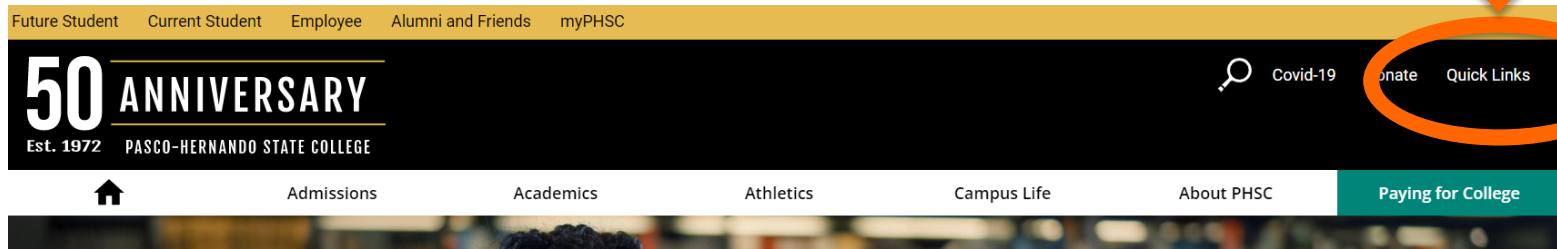
STEP 3

**Student
Identifies
Potential DE
Courses**

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

- **11th and 12th grade students:**
 - 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 up to 7 credit hours per semester on the through PHSC, the rest must be taken at the High School Campus (if available) or through Pasco eSchool.
- **9th grade DE students** may enroll in no more than 3 credit hours online or on the High School campus ONLY.

To search for available classes at PHSC, go to the PHSC website and click “Quick Links” then “Course Schedule”



Find the PHSC course # and name.

- Choose “Fall Term 2024:Full 15 Weeks” only!
- Identify the Course Name and Course Number for the courses you want.
- Make note of the course Location and course Delivery: Online, PHSC campus, Hybrid, etc.
 - *NOTE: DE Courses offered on ZHS Campus or through Pasco eSchool will not be listed on PHSC website.*
- Ensure that you meet any prerequisites needed to take the course.

The screenshot shows the PHSC website header with the logo and navigation links: Course Schedule | Academic Calendar | Directory | Bookstore. Below the header is a navigation bar with a 'Home' link. The main content area is titled 'PHSC Course Schedule'. On the left, there is a 'Current Term' dropdown menu set to 'Summer 2024' and an 'Available Terms' dropdown menu with 'Summer 2024' and 'Fall 2024' options. An orange arrow points to the 'Available Terms' dropdown, and another orange circle highlights the 'Fall 2024' option. On the right, there is a table of courses for 'Accounting, General'. Two orange arrows point from the 'Course Schedule' and 'Academic Calendar' links in the header to the table. The table has five columns: Section, Availability, Name, Location, and Delivery.

Section	Availability	Name	Location	Delivery
+ 3562	Open	Principles of Financial Accounting	West Campus	Remote
+ 4479	Open	Principles of Financial Accounting	Online	Online
+ 4480	Full	Principles of Financial Accounting	Online	Online
+ 4780	Open	Principles of Financial	Online	Online

DE Classes Offerings at ZHS or Pasco eSchool for the Fall/Spring Terms

ZHS Campus DE Courses offered for Fall/Spring Terms:

ENC1101 English Composition I (FALL ONLY)

ENC1102 English Composition II (SPRING ONLY)

SPC2608 Intro to Public Speaking (BOTH SEMESTERS)

AMH1010 History of United States to 1877 (FALL ONLY)

AMH1020 History of United States from 1877 (SPRING ONLY)

MAT1033 Intermediate Algebra (FALL ONLY)

MAC1105 College Algebra (SPRING ONLY)

Pasco eSchool DE Courses offered for Fall/Spring Terms:

CGS1100 Microcomputer Applications

ENC1101 English Composition I

ENC1102 English Composition II

GEB1011 Intro to Business

GEB2112 Intro to Entrepreneurship

HUM1020 Intro to Humanities

SPC2608 Intro to Public Speaking

SPN1120 Beginning Spanish I

SPN1121 Beginning Spanish II

DE Classes Offerings at ZHS or Pasco eSchool for the Fall/Spring Terms

Be sure to choose “High School Campus” for DE classes on ZHS campus or “eSchool Online” for DE classes online with Pasco eSchool when requesting any of these courses on your Dynamic Form.

IMPORTANT! *If a desired course is offered at the ZHS campus or online with Pasco eSchool, the Dual Enrollment student MUST take the course through those high school offerings (not PHSC online or PHSC campus).*

STEPS 4-5

**Student
Completes the
Dual Enrollment
Online Request
Form (Dynamic
Form)**

Log in to the Dual Enrollment Online Request Form (Dynamic Form):

- **Your myPHSC username and default password are needed to log in to the Dynamic Form (a.k.a. Dual Enrollment Online Request Form)**
- **NOTE: If this is your first time logging in and you have never changed your password to your myPHSC account, follow these instructions:**
 - 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:
 - New Dual Enrollment students, you should have received an email from portal@phsc.edu which contains your PHSC username and default password.
 - If you have not received an email from portal@phsc.edu, please sign into your WISE account using your Social Security Number and PIN that you created at the beginning of the Application (Step 1 - WISE).
 - Returning Dual Enrollment students, change the default password using the Microsoft Password Reset.
 - Parent(s) 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.

- **Go to the following website to get to the Dynamic Form:**
 - <https://admissions.phsc.edu/start/high-school/dual-enroll/charter-public>
 - **Follow Step 5:** click on the link for the “Dual Enrollment Request Form for Charter and Public Schools” and login with your myPHSC login information.

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:

Step 1. Complete the Online Dual Enrollment Admissions Application

New dual enrollment students must complete the online Dual Enrollment Admissions Application for Charter and Public School Students located in the Links on the Page section. Once you create an account and login, you will select High School and College Credit and then Dual Enrollment Application.

Step 2. Complete and/or Submit Placement Testing

Complete placement testing as necessary or submit valid placement test scores (PERT/ACT/SAT).

Step 3. Complete the Course Request Planning Worksheet

For Pasco County Students Only : Complete the Course Request Planning Worksheet, provided by student's school district, and submit by the designated deadline to the respective school counselor.

Step 4.

Log in to the Dual Enrollment Online Request Form

New Dual Enrollment students, you should have received an email from portal@phsc.edu which contains your PHSC username and default password.

If you have not received an email from portal@phsc.edu, please sign into your WISE account using your Social Security Number and PIN that you created at the beginning of the Application (Step 1 - WISE).

Returning Dual Enrollment students, change the default password using the Microsoft Password Reset.

Links on this page

- 🔗 [Dual Enrollment Admissions Application](#)
- 🔗 [Dual Enrollment Online Orientation](#)
- 🔗 [Dual Enrollment Online Request Form - Fall 2024](#)
- 🔗 [Online Readiness](#)
- 🔗 [Self Service Password Reset System](#)

Related documents

- 📄 [2023-2024 Dual Enrollment Agreement - Hernando County](#)
- 📄 [2023-2024 Dual Enrollment Agreement - Pasco County](#)

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 is 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.
- 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

TO BE COMPLETED BY STUDENTS, SCHOOL COUNSELOR AND PHSC ADVISOR PER THE PLANNING WORKSHEET

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.

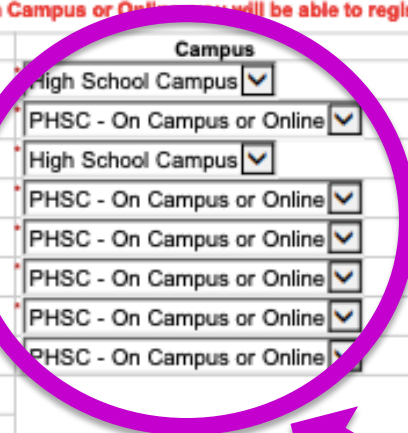
Last Name: First Name: PHSC Student ID Number

Please Select the Term

***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
<input type="text" value="ENC1101 -English Co"/>	<input type="text" value="High School Campus"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="MAC1105 -College Al"/>	<input type="text" value="PHSC - On Campus or Online"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="BSC1005 -Introductio"/>	<input type="text" value="High School Campus"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="HUM2230 -Humanitie"/>	<input type="text" value="PHSC - On Campus or Online"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="FRE1120 -Beginning"/>	<input type="text" value="PHSC - On Campus or Online"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="ECO2013 -Principles"/>	<input type="text" value="PHSC - On Campus or Online"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="SPC2608 -Introductio"/>	<input type="text" value="PHSC - On Campus or Online"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="CGS1100 -Microcomp"/>	<input type="text" value="PHSC - On Campus or Online"/>	<input type="text" value="Approve"/>	<input type="text" value="Approved"/>	
<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	
<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	
<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	
<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	
<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	
<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	<input type="text" value="-- Please Select --"/>	



Be sure to indicate whether the course is on "High School Campus" "eSchool Online" or "PHSC – On Campus or Online"

Be sure to 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](#)

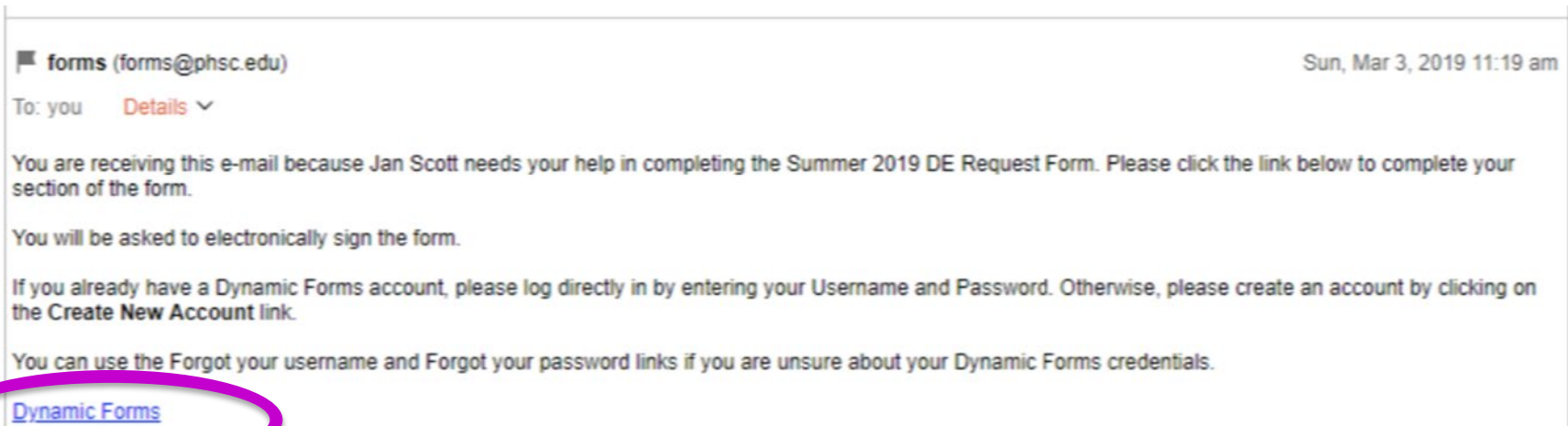
IMPORTANT: STUDENTS MUST COMPLETE THE DYNAMIC FORM ON OR BEFORE Nov 3rd TO ENSURE APPROVAL BY ALL PARTIES BY THE Nov 13th DEADLINE.

STEP 6

**Parent/Guardian
Signs Terms and
Conditions**

Creating a parent account:

- Parent(s) 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
- **IMPORTANT!** If email confirmation is not received, check spam for an email from "forms@phsc.edu"



- If it is the first time completing the online Dynamic Form, the parent/guardian will need to create a new account (see below).
- Parents of returning Dual Enrollment students can log in directly.

The image shows a login form with the following elements:

- Log In** (header)
- User Name** (label above a text input field)
- Password** (label above a text input field)
- Log In** (button)
- Create New Account** (link, circled in pink with an arrow pointing to it)
- Forgot User Name?** (link)
- Forgot Your Password?** (link)

IMPORTANT: The parent/guardian must sign electronically for the student's Online Request Form to be processed and sent to the high school counselor for approval.

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 7

**HS Counselor
Processes Online
Request Form**

HS counselor processes the student's Online Request Form.

- **If the parent approval and signature form goes through correctly on the Dynamic Form, 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 8

**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 PHSC email only.
- Students can access their student email account after logging in to myPHSCportal at <https://my.phsc.edu/>

STEP 9

**Student
Completes
Orientation
Courses and
Registers for
classes**

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 dual enrollment students who have successfully 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:

- **Any student who wants to register for an online Dual Enrollment class through PHSC must complete the Online Readiness Course.**
 - The Online Readiness Course can be taken after the student completes the Dual Enrollment New Student 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.

Registering for Classes

- **Assigned days for official DE registration:**
 - 12th grade students: Fall Registration starts August 5th
 - 11th grade students: Fall Registration starts August 6th
 - 10th grade students: Fall Registration starts August 7th
- **To register, students must log in to WISE student system and register for the approved courses to be taken online with PHSC, or on a PHSC campus.**
- **Dual Enrollment Registration Dates and Times on PHSC website:**
 - <https://admissions.phsc.edu/start/high-school/dual-enroll/dates>

Registering for Classes

- **Be sure to contact your school counselor and/or administrator with a copy or screenshot of the DE courses you registered for with PHSC so that they can fix your schedule to give PHSC placeholders.**
- **Contact emails for each grade level:**
 - 12th grade for 24-25:
 - Mr. Martinez (gomartin@pasco.k12.fl.us)
 - 11th grade for 24-25 (split between all three counselors):
 - Mrs. Hardy (khardy@pasco.k12.fl.us)
 - 10th grade for 24-25:
 - Mrs. Cruz (ecruz@pasco.k12.fl.us)
 - Admin in charge of Dual Enrollment:
 - Dr. Yonkof (jingerso@pasco.k12.fl.us or call/text 813-485-6814)

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://mycoursesupport.spcollege.edu/free-online-courses-prepare-you-for-college.print>
- **PERT Review Booklet for Mathematics:**
<https://valenciacollege.edu/students/assessments/documents/PERTmathbookletUPDATE.pdf>