

Charter and Public School

Dual Enrollment Registration 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 (optional)

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.

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.

Step 5: Complete the Dual Enrollment Request Form

Student must complete the Dual Enrollment Request Form for Charter and Public Schools online by the deadline provided by their school district.

Step 6: Parent/Guardian(s) must Provide Permission for Student to Participate

Parent/guardian(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.

Step 7: High School Counselor Processes Request

Student's high school counselor processes the Dual Enrollment Online Request Form and submits supporting documentation (unweighted GPA and test scores) by the established deadline provided by the school district.

Step 8: PHSC Academic Advisor Reviews Request

PHSC Academic Advisor or designee reviews Online Request Form and approves or denies courses based on student's academic history.

Step 9: Student receives approval or denial of courses.

Student receives an email with courses approved or denied for the semester and follows registration policies and dates based on their grade level. New Dual Enrollment students must complete the required Dual Enrollment Online Orientation and the Online Readiness courses on their PHSC Canvas account.

When the registration windows open in August, students must log into the WISE student system and register for the approved courses to be taken online with PHSC or on a PHSC campus.

NOTE: Any classes on ZHS campus or Pasco eSchool do not have to go through the registration process on the WISE account, only classes that are through PHSC whether they are on campus or online.

12 th Grade for 24-25			
Credits Earned	Web Registration	On Campus Registration	Time
45+	April 15 th	April 15 th	Web registration beginning at 8:00am on April 15 th
30+	August 5 th	Not Available	8:00 am
15+	August 5 th	Not Available	9:00 am
1+	August 5 th	Not Available	10:00 am
First time	August 5 th	Not Available	11:00 am
11 th Grade for 24-25			
Credits Earned	Web Registration	On Campus Registration	Time
45+	April 15 th	April 15 th	Web registration beginning at 8:00am on April 15 th
30+	August 6 th	Not Available	8:00 am
15+	August 6 th	Not Available	9:00 am
1+	August 6 th	Not Available	10:00 am
First time	August 6 th	Not Available	11:00 am
10 th Grade for 24-25			
Credits Earned	Web Registration	On Campus Registration	Time
45+	April 15 th	April 15 th	Web registration beginning at 8:00am on April 15 th
30+	August 7 th	Not Available	8:00 am
15+	August 7 th	Not Available	9:00 am
1+	August 7 th	Not Available	10:00 am
First Time	August 7 th	Not Available	11:00 am