

# Dual Enrollment Pick-Up FAQs

## ***Do students have to pay for Dual Enrollment materials?***

The required materials needed for Dual Enrollment courses are provided at no cost to Pasco County Schools students to use during that semester. Optional or recommended materials are the responsibility of the students. If Dual Enrollment materials are lost or ruined by students, they must be paid for or replaced (see procedures on [Drop-off](#) FAQs page).

## ***What are the pick-up procedures?***

- **Dual Enrollment Pick Up Change:** Please review the [THIS SPREADSHEET](#) for how you will obtain your materials for **SPRING 2025** courses.
- Students who are registered by **December 10th** in Banner will have their materials delivered (if not digital) to your designated pick up site [LISTED HERE](#).
- You will then get your materials (if not digital) at your designated pick up site during one of the Spring Pick Up Dates (see flyer for dates)
- Fall materials must be returned prior to receiving Spring materials.

\*The *Dual Enrollment Textbooks flyer*, which can always be found on the “Textbooks” tab of the [Dual Enrollment Pasco](#) webpage, includes dates, and times for pre-order and pick-up, as well as locations. Any students who MISS the pick-up window on the flyer will have to go to the district office, 7205 Land O’ Lakes Blvd., Bldg. 3 North, Land O’ Lakes FL 34638, between 8:30am and 4pm weekdays. The door is next to the ATM machine, and the doorbell is to the right of the door.

## ***What if a Pasco Schools pick-up location does not have any or all the required materials?***

If Pasco Schools does not have the required materials for a course, the students will receive an email voucher, which they must show to the clerk at any [PHSC campus bookstore](#) in order to receive the materials at no charge.

## ***Who Can Pick-Up Dual Enrollment Materials?***

Students are encouraged to pick up their own materials. Parents/guardians may pick up dual enrollment materials at a Pasco Schools location. They will need a screenshot of the student’s PHSC BANNER schedule and other personal information in order to complete the form. Students who receive an email voucher to pick up materials at the [PHSC campus bookstore](#) must go to the bookstore themselves and must have a [PHSC ID](#) (obtained at any [PHSC library](#)). Parents and guardians may not pick up materials for their children at PHSC.

## ***Do materials need to be picked up for Dual Enrollment courses offered on the high school campus?***

No, the teachers should provide all materials for on-campus high school Dual Enrollment courses. If, for any reason, a teacher is not able to provide the required materials, see “*What are the pick-up procedures?*” above.

## ***If students or parents/guardians have additional questions, where can they reach out for help?***

The fastest way to get a response is via email: [dual\\_enrollment@k12-lets-talk.com](mailto:dual_enrollment@k12-lets-talk.com)

Phone: (813)794-2364

In person—weekdays 8:30am-4pm: 7205 Land O’ Lakes Blvd., Bldg. 3 North, Land O’ Lakes, FL 34638

Webpage: <https://www.pasco.k12.fl.us/oll/page/dual-enrollment> or web search *Dual Enrollment Pasco*

# Dual Enrollment Drop-Off FAQs

### ***Can students pick up Dual Enrollment materials if they have overdue Dual Enrollment materials?***

No. All Dual Enrollment materials from previous semesters must be returned during the drop-off window before any additional materials may be picked up during the pick-up window. See the return procedure below for drop-off instructions.

### ***How can students find out if books are on their accounts or ask for a correction if there is an error?***

The email voucher every student receives upon pickup shows what Dual Enrollment materials were received. Emails and letters are also sent at the end of the semester listing which Dual Enrollment materials should be returned. The DE (Dual Enrollment) staff members and school RMAs (Resource Management Associates) can also look up which materials are on a student's account. If there is an error on a student's account, a DE staff member or RMA can correct it in person, or an email may be sent to [dual\\_enrollment@k12-lets-talk.com](mailto:dual_enrollment@k12-lets-talk.com) All emails should include student name, high school ID, and a detailed description of the error, including PHSC course code (three letters and four numbers), textbook title, and bar code number beginning with 32424, if applicable.

### ***What is the return procedure for Dual Enrollment materials?***

Dual Enrollment materials picked up during the pick-up window, including those picked up at PHSC, must be returned to one of the Pasco Schools drop-off locations during the drop-off window at the end of each semester. This will guarantee an adequate inventory during the pick-up window for the next semester. Please do not wait until the pick-up window to return Dual Enrollment materials. Students may find the locations, dates, and times for drop-off on the *Dual Enrollment Textbooks flyer* on the "Textbooks" tab of the [Dual Enrollment Pasco](#) webpage. Any Dual Enrollment materials provided in class by an on-campus high school teacher must be returned to the teacher at the end of the semester.

### ***What are the procedures for lost or ruined textbooks?***

A lost or ruined textbook (liquid damage, writing/highlighting, torn/removed pages, etc.) may be paid for with cash or check payable to Pasco County Schools for the price of the book, or it may be replaced with the exact same title (NOT the instructor's edition). Money or replacement books may be turned in at the district office, 7205 Land O' Lakes Blvd., Bldg. 3 North, Land O' Lakes FL 34638, between 8:30am and 4pm weekdays. If paying with a check, the student's name and high school ID must be included.

### ***Do access codes, kits, \*lab manuals and workbooks have to be returned?***

If the access codes were not used by redeeming them online, or if the kits, lab manuals or workbooks were not used, students are asked to please return them during the drop-off window so that other students may use them the following semester. If the access codes were used by redeeming them online, if the kits were used, or if the lab manuals or workbooks were written in or pages were torn out, students are not required to return them. Staff members should be notified if any access codes, kits, lab manuals or workbooks will not be returned because they were used.

### ***If students or parents/guardians have additional questions, where can they reach out for help?***

The fastest way to get a response is via email: [dual\\_enrollment@k12-lets-talk.com](mailto:dual_enrollment@k12-lets-talk.com)

Phone: (813)794-2364

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\*Copying and sharing pages is illegal.