



Spring 2025 Dual Enrollment Online Registration and Course Request Worksheet

Dear Parent/Guardian:

Pasco-Hernando State College (PHSC) utilizes an online Dual Enrollment (DE) application/registration process. This process is now open to all eligible students.

The Spring process is as follows:

Step 1. New DE students complete an online application at <https://apply.phsc.edu/apply/>

- The deadline for the application is **December 12, 2024**. Students who apply after this deadline will **not** be permitted to enroll in courses until the following semester.
 - New students need to have eligible test scores prior to applying.
- **Returning PHSC DE students** do not need to complete another application.

Step 2. Students who have completed step 1 will:

- meet with their High School Counselor to complete their Dual Enrollment Course Request Planning Worksheet (included below) by **October 25, 2024**.

Step 3. Students who have completed steps 1 & 2 will:

- Use their Dual Enrollment Course Request Planning Worksheet that they completed with their high school counselor to submit a **Dual Enrollment Online Request Form – Spring 2025** (a.k.a Dynamic Form) on PHSC's website ([linked here](#)) by **November 1, 2024**.
 - Students and parents must log-in online to the Dynamic Form and digitally sign the Terms and Conditions. Access to the Terms and Conditions and the Online Dual Enrollment Request Form is available via the PHSC website: <https://admissions.phsc.edu/start/high-school/dual-enroll/charter-public>.
 - Dual Enrollment courses offered on a student's high school campus must be taken at the high school and **may not** be taken on the PHSC campus.

Step 4. High School Counselors approve or deny the requests by **November 8, 2024**.

- Students will receive email notification from a PHSC Academic Advisor of approved/denied DE courses by **November 15, 2024**. This email will be sent to each student's PHSC email address.

Step 5. After students receive approval for their **Dual Enrollment Online Request Form – Spring 2025** (a.k.a Dynamic Form) from their PHSC Advisor, they may begin registration based on the designated windows below.

- For courses on a student's high school campus, no further action is needed. The district will send registration information to PHSC.
- **NEW:** Students will now **self-register** for Pasco eSchool DE course offerings.
 - Pasco eSchool DE courses available in Spring 2025: CGS1100, ENC1101, ENC1102, GEB1011, GEB2112, HUM1020, SPC2608, SPN1120, SPN1121
 - Registration for these courses will occur during the same designated windows outlined below.
 - **Please use this link:** https://pasco.qualtrics.com/jfe/form/SV_5dTB1wY0tQZz4AS to register for the course(s) you are interested in taking with Pasco eSchool.
 - Once the courses are full, they will no longer be visible for registration in the form above. If a student is unable to register for an eSchool course in the Spring semester they will need to take it during another term.
 - **If a student wants to drop an eSchool course they will do so on their PHSC Banner account.**



Pasco Dual Enrollment eSchool Registration Windows

Students will self-register using this link:

https://pasco.qualtrics.com/jfe/form/SV_5dTB1wY0tQZz4AS

Registration Group	DE eSchool Registration Opens	DE eSchool Registration Closes
<ul style="list-style-type: none"> • Early College Students at FHS & ZHS (All grade levels) • Full time Pasco eSchool students (all grade levels) 	10/30/24 @8:00am	12/10/24 @4:30pm
<ul style="list-style-type: none"> • 12th Graders (All Schools) 	11/18/24 @8:00am	12/10/24 @4:30pm
<ul style="list-style-type: none"> • 11th Graders (All Schools) 	11/19/24 @8:00am	12/10/24 @4:30pm
<ul style="list-style-type: none"> • 10th Graders (All Schools) 	11/20/24 @8:00am	12/10/24 @4:30pm
<ul style="list-style-type: none"> • 9th Graders (All Schools) 	11/21/24 @8:00am	12/10/24 @4:30pm

*Courses will be reflected in the PHSC Banner system by December 13th and will show in the Pasco's mystudent the week of December 16th – 20th. **For any questions regarding eSchool DE classes please contact your high school counselor or PHSC Academic Advisor. DO NOT contact Pasco eSchool.**

PHSC On Campus, Online, Hybrid registration window

Students will register through their Bobcat Student Portal and Banner, with information on how to register linked here:

<https://advising.phsc.edu/services/registration>.

12 th Graders (permitted to take a maximum of 16 credit hours – includes high school, eSchool and PHSC campus courses)			
Credits Earned	Web Registration	On Campus Registration	Time
45+	Monday, October 21 st	Monday, October 21 st	Web registration beginning at 8 am on October 21 st
Less than 45 credits	Monday, November 18 th	Monday, November 18 th	
11 th Graders (permitted to take a maximum of 16 credit hours – includes high school, eSchool and PHSC campus courses)			
Credits Earned	Web Registration	On Campus Registration	Time
45+	Monday, October 21 st	Monday, October 21 st	Web registration beginning at 8 am on October 21 st
Less than 45 credits	Tuesday, November 19 th	Tuesday, November 19 th	
10 th Graders (permitted to take a maximum of 7 credit hours – includes high school, eSchool and PHSC campus courses)			
Credits Earned	Web Registration	On Campus Registration	Time
All 10 th graders	Wednesday, November 20 th	Wednesday, November 20 th	
9 th Graders (permitted to take a maximum of 1 class credit hours – only eligible for on S campus, eSchool or PHSC online)			
Credits Earned	Web Registration	On Campus Registration	Time
All 9 th graders	Thursday, November 21 st	Thursday, November 21 st	

The deadlines indicated above must be met to access online registration during the dates and times outlined below. Students who do not meet deadlines may experience a delay in the registration process beyond the initial registration window.

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

