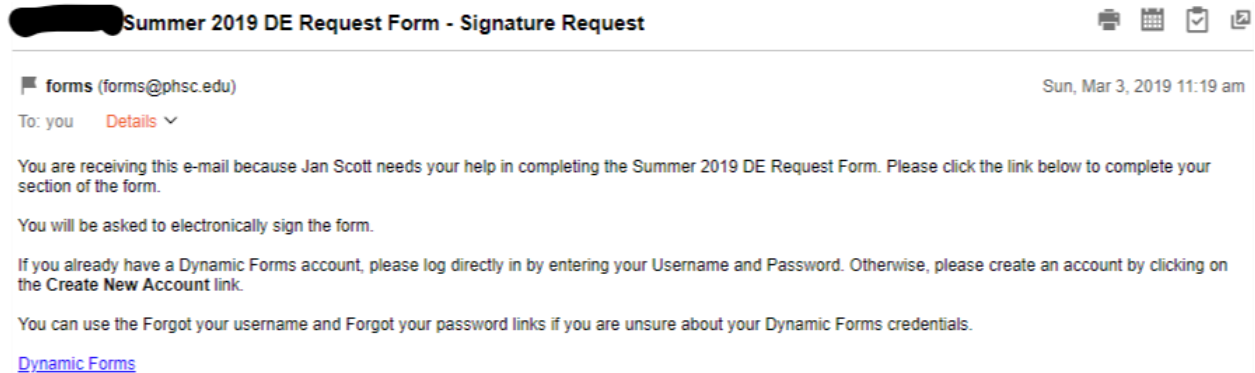


Online Dual Enrollment Request Form – High School Counselor

1. You, the High School Counselor, will receive an email with a link to complete your part of the Dual Enrollment Request Form. Click on the link provided in the email. *Note: If email confirmation is not received, check spam for an email from ngwebsolutions.*



2. You will then be presented the login page for Dynamic Forms.

Log In

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

- a. You will log in with the credentials for your high school, since each high school has a separate email address for the dual enrollment process and it is not tied to a specific person. (skip to step 4)
- b. If you need to use the forgot username or password functionality, you will need to share that information with the counselors at your high school that share this login. (see step 3)

Note: Please be aware that this is not a PHSC website and we cannot assist you with the account login.

3. If you have forgotten your username or password:

- a. If you do not remember your username, click on “Forgot User Name?” and you will be prompted to enter the email address that was used for a prior form.

Forgot your user name?

If you've forgotten your user name, please enter your email address below and click "Submit". We will respond by email with the username on file.

Retrieve User Name

Registered e-mail for this account:

Other options:

- [Try to sign in again](#)
- [Create a new account](#)

- b. If you do not remember your password, click on “Forgot Your Password?” and you will be prompted to enter the email address that was used for a prior form.

Forgot your password?

If you've forgotten your password, please enter your e-mail below and click "Submit". We will email you with a link to reset your password.

Retrieve Password

Registered e-mail for this account:

Other options:

- [Try to sign in again](#)
- [Create a new account](#)

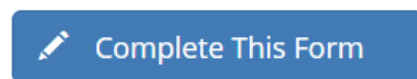
- c. An email will be sent to you to retrieve your username or password. Follow the link provided and follow the prompts as necessary. Log in and go to step 4 below.

4. You are now logged in and can complete your part of the Dual Enrollment Request form by clicking on “Complete This Form”. If you have already begun this process and have a form in progress, you may click on “View Pending Forms” to continue when you left off.
 - a. Once you begin the form, you may stop and save your progress at any time by clicking “Save Progress” at the bottom of each page.
 - b. You also have the option to reject the student’s request at any time by clicking “Reject” at the bottom of each page.

Welcome to Dynamic Forms

Let's get started, Jan.

The [Summer 2019 DE Request Form](#) form needs to be completed.



You can check back here anytime to view your [Pending / Draft Forms](#) and review your completed [Forms History](#).

Thank you for using Dynamic Forms!

5. The first part of the form shows the student's information and the student and parent's acceptance of the terms and conditions. This page was completed by the student and parent.
 - a. If the student is not eligible for Dual Enrollment, you can deny the form on this page by clicking the drop-down menu next to "School Counselor Approve/Deny" and selecting "Deny".
 - b. If the student is eligible for Dual Enrollment, select "Approve".
 - c. Click "Next" to proceed.



Summer 2019 Semester Dual Enrollment Request

District School Board of Pasco County - Hernando County School District - Pasco Hernando State College

This form is to be used by students meeting Dual Enrollment GPA and test requirements.

District Student #:	<input type="text" value="[REDACTED]"/>	PHSC Student ID #:	<input type="text" value="[REDACTED]"/>
Last Name:	<input type="text" value="[REDACTED]"/>	First Name:	<input type="text" value="[REDACTED]"/>
Grade:	<input type="text" value="11"/>	High School County:	<input type="text" value="Pasco"/>
High School:	<input type="text" value="PASCO HIGH SCHOOL"/>		
Anticipated High School Graduation Date:	<input type="text" value="June"/>	<input type="text" value="2020"/>	
Intended Major or Program of Study:	<input type="text" value="IT"/>		

School Counselor Approve/Deny *

Dual Enrollment Registration Terms and Conditions

I hereby certify that the student is eligible to participate in dual enrollment and will abide by the following:

- I understand that the Dual Enrollment Agreement is effective August of each year, and we will abide by the policies and procedures regarding admission and eligibility for continuous enrollment in the [Dual Enrollment Program](#).
- I understand that the student must abide by the policies and timelines of the District and of PHSC (including course withdrawal and drop).
- I understand that the student must abide by PHSC's Student Code of Conduct as outlined in the Catalog and Student Handbook.
- I understand that the student is highly encouraged to meet with a PHSC advisor prior to registering for classes for post-secondary academic planning.
- I understand that the course availability is first-come, first-serve. Therefore, an approved course does not guarantee enrollment in the course.
- I understand the transfer of dual enrollment credits are subject to the approval of each college or university.
- I understand that credits will be used to fulfill high school graduation requirements and/or college or technical credits.
- I understand that the student is permitted to register online based on the total number of credit hours completed at PHSC on the designated date/time.
- I understand that the student must complete the Online Readiness Course prior to enrolling in an online class. The Online Readiness Course is available in the student's Canvas account via myPHSC on the PHSC website.
- I understand that, due to Family Educational Rights and Privacy Act (FERPA), PHSC is unable to release **any** information to parents regarding the student's account with PHSC even if the student is under 18 years old.
- I understand that students who pass the AP, ACE, IB and CLEP exams are not permitted to take equivalent dual enrollment courses for a grade or for high school credit.
- I understand that transportation to and from the PHSC campus is the responsibility of the student/family.

I, the **Student**, accept and agree to the terms above.

I, the **Parent**, accept and agree to the terms above.

Please Click Next to Complete the Form

Save Progress	Reject	Next
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6. Please review the students' course selections.
 - a. You can select "Deny" for any specific course(s). *Note: No entry needed unless denying the course.*
 - b. You will approve or deny the entire request next to "High School Counselor Final Decision".
7. Please read the terms and conditions and select the box next to "I, the **high school Counselor**, accept and agree to the terms above." Then, enter your first and last name and click "Next".

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.

Summer 2019 PHSC Course #	Campus	Counselor Decision	PHSC Advisor Decision	PHSC Advisor Decision Reason
* ACG2021 -Principles of Financial Accounting <input type="text" value=""/>	* PHSC - On Campus or Online <input type="text" value=""/>	Deny? <input type="text" value=""/>	* -- Please Select -- <input type="text" value=""/>	
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
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<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				
<input type="text" value="-- Please Select --"/>				

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

Dual Enrollment Registration Terms and Conditions

I hereby certify that the student is eligible to participate in dual enrollment and will abide by the following:

- I understand the student must meet PHSC dual enrollment criteria in order to participate in the program.
- I verify to the best of my knowledge that the student has not passed any AP, ACE, IB or CLEP exam that is equivalent to the approved DE course(s), so as to avoid duplicate credit per Florida Statutes, Chapter 1007.272.

I, the **high school Counselor**, accept and agree to the terms above.

High School Counselor First Name: High School Counselor Last Name:

High School Counselor Final Decision:

Please Click Next to Complete the Form

8. At this point you can deny the request to end the form, or you can approve.
 - a. If you are approving the form, simply click “Next” (“No” should be selected).
 - b. If you are denying the form, select “Yes” and click “Next”.

Stop form processing

If you will **deny** this request, and wish to **STOP FORM PROCESSING**, please select "Yes" then "Next" below.

If you will **approve** this request and wish to send this form on to the PHSC Advisor for their review and approval, please select "No" and then "Next" below.

Yes
 No

9. Submit your electronic signature by typing your first and last name as it displays on the page and clicking “Sign Electronically”. *Note: Please be aware that the student’s request form will not be processed if you do not submit your electronic signature.*

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.

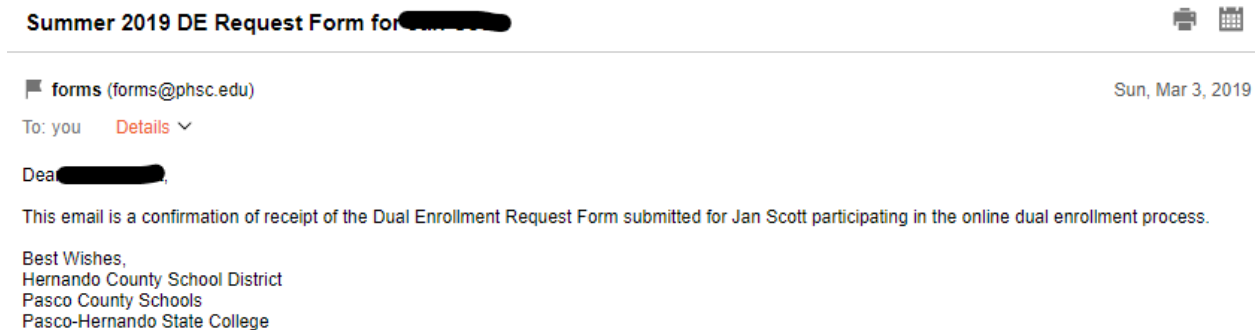
If you opt-out of the electronic signature process, the student’s Online Dual Enrollment Request form will not be processed.
[Opt out and print](#)

10. Once you electronically sign the form, you will receive the following confirmation message. You will have the option to view a PDF of the form and save/print it by clicking “View Form PDF”.



The student’s Dual Enrollment Request has been submitted for approval by the PHSC Academic Advisor.

11. After you have approved the student's form, you will receive a confirmation email:



12. The PHSC Academic Advisor will then receive an email so they can approve or deny the Dual Enrollment Request Form.

13. The student will receive email confirmations when their parent/guardian, High School Counselor, and PHSC Academic Advisor have each completed their forms. Once they receive the final approval from the PHSC Academic Advisor, they will receive an email with their requested courses, registration dates, and next steps.

- a. If approved, the student may then visit WISE to register for their class(es) during the [designated registration period](#) **only if their course(s) is being taken Face-to-Face on a PHSC campus or online through PHSC. Students taking their classes at the high school do not need to register for their courses through WISE, as registration is handled by the high school.**

Note: Please encourage the student to review the "How to Register for Classes at PHSC Using WISE" YouTube Video:

<https://www.youtube.com/watch?v=xqu9RFbp2WY&t=1s>

- b. If not approved, the student will need to review the emails from their parent/guardian, High School Counselor, and PHSC Academic Advisor to determine which aspect(s) of the form were rejected and by whom. They then must correct/resolve the reasons for denial as appropriate and resubmit the form. They may contact the respective individual(s) for further details.
 - i. Once the student resubmits their form, you must complete this process again to approve of their corrections.