Online Dual Enrollment Request - Student

1. Prior to starting the Dual Enrollment Request Form the following steps must be completed:

   a. Submit an Online Dual Enrollment Admissions Application (only new students/readmissions).
      i. https://cpnta.phsc.edu/dualapp/English/WDEAI.aspx

   b. Log into WISE to obtain your myPHSC username and ID number for your default password (only if you have not already changed your myPHSC password).
      i. https://cpnta.phsc.edu/csrs/English/WEBON.aspx

   c. Go to the Self Service Password Reset system (SSPR) to change your myPHSC password (only if you have not already changed your myPHSC password).
      i. https://mysspr.phsc.edu/sspr/private/Login

2. Begin the Dynamic Forms process.

   a. Click on link:
      https://qafederation.ngwebsolutions.com/idp/startSSO.ping?PartnerSpId=PHSC2ldap&TargetResource=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FShowForm.aspx%3FRequestedDynamicFormTemplate%3Dcb26b2da-941e-422c-9e2f-dbe28c04475a

   b. Log in with your myPHSC username and password

   c. Click on “Complete this Form”

   d. Enter your parent/guardian’s name and email address.

   e. Select your High School Counselor and PHSC Academic Advisor.

   f. Click Continue.

   g. Enter your District Student Number, Grade, High School County, High School, Anticipated Graduation Date and Intended Major on the Dual Enrollment Request Form.
      Note: You must type in your intended major for the university / college you plan to attend after high school graduation.

   h. Please read the Terms and Conditions, select “accept “and click “Next”.
      i. Click “Next”. This page is for high school use only.

   j. Click “Next”. This page is for PHSC use only.

   k. Submit your electronic signature.
      Note: The student will receive an email confirmation that the Dual Enrollment Request Form has been submitted for processing.

      Note: The student’s parent/guardian will receive an email notification with instructions to complete the Dual Enrollment Terms and Conditions.

      You can also select View Form PDF.

      Note: Email confirmations will be sent to your PHSC email only.

      Note: Students should review the “How to Register for Classes Using WISE” YouTube Video:
      https://www.youtube.com/watch?v=8lyMsmT2B1g