# DUAL ENROLLMENT REGISTRATION CHECK-LIST!!!!

1. **REGISTER FOR YOUR HIGH SCHOOL COURSES**
   - Let your guidance counselor know you want to take dual enrollment Classes when you are completing your course request for next year.

2. **COMPLETE THE PHCC APPLICATION**
   - Pick up an application from your guidance counselor or your PHCC Career Coach.
   - Be sure to fill out the application completely and return it to your Guidance counselor as soon as possible.

3. **COMPLETE PLACEMENT TEST BEFORE AUGUST 9, 2013**
   - When your application has been processed you will receive a letter with your student ID number.
   - This number will be needed for you to test. Take a photo ID with you!
   - See your guidance counselor for test dates. Testing can last up to 4 hours.

4. **ATTEND THE AUGUST INFORMATIONAL MEETING AT YOUR SCHOOL**
   - PHCC representatives will be at the meeting to answer questions that you or your parents may have about dual enrollment.
   - Your personal registration and schedule form will be available at the meeting. Your parent or guardian will need to sign the form.

5. **COMPLETE AND RETURN THE REGISTRATION COURSE FORM**
   - PHCC representatives will be in your school at the end of August to register you for classes if you missed the August meeting.
   - You must have your schedule signed by your parent or guardian and returned to your guidance counselor before you can begin classes.