

Dual Enrollment Guide

Current Dual Students

Off Campus

- Access [MyPSC](#).
- Login with your full PSC email address and your current password.
 - If you need to reset your password, visit <https://passwordreset.microsoftonline.com/>.
- Select the **Workday** tile, which will automatically log you into your account.

On Campus

- To log in to a computer on campus, your username is just the first part of your email address, before the @student.pensacolastate.edu. *It's not your full email address.*
- Access [MyPSC](#).
 - Login with your full PSC email address and your current password if you're not using a computer on campus.
 - If you need to reset your password, visit <https://passwordreset.microsoftonline.com/>.
 - Select the **Workday** tile, which will automatically log you into your account.
 - **Workday Mobile Access**
- Download the **Workday** mobile application from the [App Store](#) or [Google Play](#). Or scan the QR code.
- Use your **Organization ID pensacolastate** to connect.
 - Login with your full PSC email address and your current password.
 - If you need to reset your password, click Forgot my password or visit <https://passwordreset.microsoftonline.com/>.
 - After Gaining Access
 - **Once you've successfully logged into Workday, check your inbox and notifications for any action items. Please complete any outstanding items on your account.**
 - If you need assistance, please contact our Help Desk at 850-471-4534 or send an email to helpdesk@pensacolastate.edu.
 - We are excited for you to explore our new student experience! To stay up-to-date on the latest updates, training resources, and more, visit <https://www.pensacolastate.edu/workday-students/>.



- Now you can choose courses and sections numbers. Search for courses in Workday by using the task "[Find Course Sections](#)" or you can search for sections on the PSC website. Select "[Course Search](#)".

STUDENT Registration

From the Workday dashboard, open the *Academics* app. Under *Planning & Registration* click on *Find Course Sections*.



Planning & Registration
Find Course Sections

Find Course Sections

Start Date within:

Academic Level:

Campus Locations:

1. In the pop-up box, type in the *Start Date* within (Academic Term / Semester) and *Academic Level*.

Note: *Campus Location* is optional and will limit your search results.

- Click **OK**.
- Find the *Course* and *Section* you want. Use the search bar to help find the classes. Workday will use the first three letters to search, or you can enter the full *Course* name.
- Click the box of the *Course/Section* you want.
- Click **OK**.
- On the *Register for Course Section* page, confirm the *Section* and *Course* are correct.

Add more courses by clicking **Add Course**. Repeat steps 3 & 4 until you have all your courses.

Note: Make sure you have a *Section* for every *Course* by clicking on the *Course* again to see that the correct *Section* is chosen.

Click **Register**.

To **print** your schedule, click on **PDF** on the top right of the page. Click **download** if required and save the file. Then print the saved file.

MUS 2010 - Music Appreciation
3 Credit hours

Course Listing MUS 2010 - Music Appreciation

Description A survey of music from the Middle Ages to the present, introducing the student to various types of music through the use of recorded music.

Credit hours 3 Credit hours

Lecture

Select	Section	Eligible	Section Status	Start Date	End Date	Delivery Mode	Meeting Patterns
<input type="checkbox"/>	MUS 2010-0017 - Music Appreciation	<input checked="" type="checkbox"/>	Open	08/11/2022	12/16/2022	In-Person	T/Th 10:00 AM - 11:15 AM
<input checked="" type="checkbox"/>	MUS 2010-0156 - Music Appreciation	<input checked="" type="checkbox"/>	Open	08/11/2022	12/16/2022	In-Person	T/Th 9:30 AM - 10:45 AM

Course Search

Registration for **Fall** classes is now open in Workday. Register today! For help with accessing your Workday account, go to [Workday Access Instructions](#).

Academic Levels

Adult Education: Adult Education courses.
Developmental Education: Developmental education courses.
Undergraduate: Associate or baccalaureate level credit courses.
Vocational: Clock hour vocational courses.

Campuses

Pensacola Campus, Warrington Campus, Milton Campus, South Santa Rosa Center, Century Center

Distance Learning: Includes all course sections which are Live Online or Online.

Delivery Modes

In-Person: Traditional, face-to-face classes are scheduled at all PSC locations. Classes meet on scheduled days at scheduled times and give you the traditional college experience of seeing your professor and peers in person.
Hybrid: Hybrid courses blend face-to-face and online learning modes and offer the benefits of on campus learning and online learning.
Online (asynchronous): You will login to your class from any location and participate in the course without real-time interactions with the instructor and other students in the class. Reliable Internet is required.
Live Online (synchronous): You will login to your Live Online class from any location during the scheduled day(s) and time(s) and participate in class virtually. You will see and hear your instructor and peers in real time and experience similar engagement as on campus classes. Reliable Internet, a web cam, and a microphone are required.

Course Name:
Ex. ENC 1101

Search

Instructor's Last Name:

Instructor

Academic Period: All Academic Periods

Campus: All Campuses

Meeting Days:

Monday

Tuesday

Wednesday

- Once courses and sections numbers are chosen, complete the [Dual Enrollment Course Registration Form.](#)
 - Input Course Number, Section Number, Course Title, and Campus for each course.
 - Course Number – Example: ENC1101
 - Section Number – Example: P1218
 - Course Title – English Comp I
 - Campus Location – Pensacola Campus
 - Click Next once you have entered all course information.
 - Select your high school counselor.
 - Electronically sign and submit the form.

- You receive an email once you submit your request.
- Your high school counselor will approve or deny your request.
- If approved, PSC staff will register you for the approved classes and you will be notified via your PSC email within two business days.
- You can then access your schedule in your Workday account, [MyPSC](#).

Pensacola State College Dual Enrollment Request



noreply_forms@pensacolastate.edu

To: [REDACTED]



Tue 5/17/2022 12:46 PM

*** This email originated from outside the Pensacola State College email system. ***

Please exercise additional caution when clicking links or attachments within this email or responding to requests for personal data.

Dear [REDACTED]

Your Dual Enrollment Request Form has been received. You will receive an email confirmation when your request has been reviewed by your High School Counselor and the Pensacola State College Advisor. Please continue to check your email for updates.

Best wishes,
Pensacola State College