

Workday Guide

First Time Dual Students

Complete the Dual Enrollment Application

- Click Apply Online from the PSC homepage, www.pensacolastate.edu
- Choose Fall 2022
- Complete the applications.

For which semester would you like to apply?

Summer 2022 - May 2022

Fall 2022 - August 2022

Dual Enrollment Application How-to-Guide

- A red asterisk (*) means a required field.
- You will need your Social Security # before you get started. Students who not have a SS# should contact Admissions at 850-484-2544.
- Full-time or Part-time enrollment -
 - Full-time enrollment, Early Admission, requires high school approval to take a minimum of 12 college credits on a college campus. Refer to the Early Admission Dual Enrollment section of the Santa Rosa County Dual Enrollment Articulation Agreement. (pg.12)
 - Part-time enrollment allows the student to take courses on the high school campus, a college campus, or both.
- If you do not have a personal email address, choose one of the links below to create one.
 - [Gmail](#)
 - [Yahoo](#)

Complete the Dual Enrollment Application

Academic Level *

× Undergraduate

Applicant Type *

× Dual Enrollment

Program of Study *

× Dual Enrollment - AA

Anticipated Start *

× Fall 2022 Session A (08/11/
2022-12/16/2022)

Campus Preference for Advising *

× Pensacola Campus

OK

Cancel

- **Academic Level –**
 - Undergraduate – Choose Undergraduate if you are taking classes to earn an Associate in Arts (AA) degree and then pursue a baccalaureate degree or if you want to earn the Associate in Science (AS) degree and enter a career field that requires specialized skills.
 - Vocational – Select Vocational if you want to earn a Career Certificate that will prepare you for direct entry into the workforce.
- **Applicant Type - Dual Enrollment.**

Dual Enrollment Application (cont.)

- Enter your Social Security #(SSN)
- If you do not have an SSN, contact Admissions at 850-484-2544.

Notice of Social Security Number Collection and Usage - We request your Social Security Number, no dashes, (ex. 000123456) to match records, facilitate transfer credit, and determine financial aid eligibility. If you do not have a Social Security Number, please contact the Office of Admissions at 850-484-2544.

<https://www.pensacolastate.edu/documents/social-security-number-collection-and-use/>

Equity Office/Title IX - <https://www.pensacolastate.edu/current-students/student-services/studentconduct/#Title-IX>

Social Security Number (SSN): We request your SSN, no dashes (ex. 000123456).

Country *

United States of America ▼

National ID Type *

select one ▼

Identification Number *

High School Completion Status *

X Plan to Graduate

Please select if you have earned or will earn a homeschool diploma.

High School Information

Graduation Date

MM/DD/YYYY

Country of Educational Institution

X United States of America

Region of Educational Institution

X Florida

City of Educational Institution

Pensacola

Educational Institution *

Educational Institution

- Choose **Plan to Graduate**.
- Home School students check the box below High School Completion Status.
- Must complete all boxes even though there is no *.
- Region of Educational Institution – **Florida**
- City of Educational Institution – Must select the city for your high school to display in the Educational Institution drop down.
- Educational Institution – Choose your high school and your anticipated graduation date.

Dual Enrollment Application (cont.)

Welcome

Thank you for your interest in Pensacola State College! Should you need assistance, please feel free to email us at askus@pensacolastate.edu or call us at 850-484-2544.

Your Applications

Dual Enrollment - AA - Undergraduate - Pensacola State College - Fall 2022 Session A (08/11/2022-12/16/2022)
Applied on: Thursday, January 27, 2022 | 1 Actions Required

Dual Enrollment - Career Certificate - Dual V.C. - Applied Welding Technologies Advising Track - Vocational - Pensacola State College - Fall 2022 Session A (08/11/2022-12/16/2022)
Applied on: Wednesday, February 2, 2022

[Start New Application](#)

Application Information

To Access an Application In Progress:

1. If you did not complete or submit your application yet, click "Sign In" in the top-right corner.
2. Enter the email address and password used to start your application.
3. Once you're signed in, select the appropriate application link in the Admissions section on the right. You'll see your in-progress application under Your Applications with a status of Not Submitted.
4. Click on the blue application link to complete and submit it.

To Check the Status of a Submitted Application:

1. Click "Sign In" in the top-right corner.
2. Enter the email address and password used to start your application.
3. Once you're signed in, select the appropriate application link in the Admissions section on the right. You'll see your application under Your Applications with the status of Submitted.
4. Click on the blue application link to view any remaining action items that need to be completed.

* If you do not have a valid email address, create one for free at [Google](#), [Outlook](#), or [Yahoo](#).

- Skip the Additional Application Interest section.
- Read and accept the Terms and Conditions.
- Click Submit.
- Your application is now routed to your high school counselor for review and approval.
- Once your application and eligibility requirements are reviewed and approved (please allow 3-5 business days), you will receive an email with Workday log-in instructions to the email address you provided. This email also contains your PSC email address to be used for all dual enrollment communications with the College.

- **From:** PSCAccountSecurity@pensacolastate.edu <PSCAccountSecurity@pensacolastate.edu>
Sent:
To:
Cc:
Subject: Pensacola State College - How to Access our Network
- Follow the instructions in this email to access your Workday account.
- While waiting for your application to process you can search for courses and sections on the PSC website. See page 10.

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.

2. Click **OK**.
3. 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.
4. Click the box of the *Course/Section* you want.
5. Click **OK**.
6. 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. Musical experience necessary.

Credit hours: 3 Credit hours

Lecture

| Select | Section | Eligible | Section Status | Start Date | End Date | Delivery Mode | Meeting Pattern |
|-------------------------------------|------------------------------------|-------------------------------------|----------------|------------|------------|---------------|-------------------------|
| <input type="checkbox"/> | MUS 2010-0017 - Music Appreciation | <input checked="" type="checkbox"/> | Open | 08/11/2022 | 12/16/2022 | In-Person | T/Th 8:00 AM - 9:15 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.

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.

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.

Course Name:
Ex. ENC 1101

Instructor's Last Name:

Meeting Days:

Monday

Tuesday

Wednesday

Academic Period:

Campus:

- 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