



Student Registration Procedure for an Online New Credit Course

Students may be able to take a required online course if it does not fit in their schedule. Online learning is for the self motivated, self directed independent learner. Parents, students wishing to take an online class should carefully assess whether they possess these characteristics. Students must be able to complete assignments on time to meet deadlines. Getting behind in an online course increases the student’s workload and may result in failure.

Parents, students interested in taking an online class should visit our New Credit Online website <http://wsfcs.k12.nc.us/Domain/21> and talk with their school counselor. A student cannot be enrolled in an online course after the 1st day the semester starts.

Contact Information

Donyea "Dee" Bell
336-748-4000 ext. 70423
dabell@wsfcs.k12.nc.us

Brad Oliver
336-748-4000
boliver@wsfcs.k12.nc.us

Students taking an online course must complete the following steps:

- 1.) Download the current permission form from the district New Credit Online website and sign it in the required places (two each for students and parents).
- 2.) Students and parents enter their information online through our district NCO website.
- 3.) Students and parents sign the Online Learning application.
- 4.) For students with an IEP/504 plan, the school counselor will obtain the Release of Education Records form signed by the parent giving permission to disclose IEP/504 accommodations and modifications with the online learning software company.
- 5.) The school counselors enter the required information online through our district NCO website.
- 6.) The school principal signs the form if they approve.
- 7.) The counselor faxes the form to Dee Bell at 336-661-4986.
- 8.) The Deputy Superintendent approves or denies the student taking the online course.
- 9.) The counselor is notified by email that the student is approved or denied.
- 10.) If approved the school Dee Bell enrolls the student in the online course.
- 11.) If denied the process goes no further.
- 12.) No fee is required for WSFCS approved students.
- 13.) The school counselor will contact the EC Case Manager (EC students) or the 504 Coordinator (504 students) to obtain the current accommodations/modifications for the student. The EC Case Manager/504 Coordinator must be included in discussions with the online teacher.
- 14.) If a student is enrolled in a course without approval, the school pays for the tuition.

Student Printed Name

Parent Printed Name

Student’s Home School

Student Number

Name of Desired Course

Semester or Year-Long

Guidance Counselor Printed Name

DLA Printed Name

Principal Signature

504/IEP Contact, if applicable

Approver’s signature

Approved

Denied

STUDENT/PARENT NCVPS COURSE AGREEMENT

_____ school is utilizing the NCVPS or Edgenuity program in order to fulfill my student course request. Every effort was made to assign the required course in the traditional face to face class setting. However, due to class size limitations and teacher availability, my school was unable to schedule this required course in a face to face setting and it has become a graduation conflict.

I understand that I must have access to a computer with unlimited internet access outside of school to complete the class work.

In order to maximize the success of every student taking an on-line course, it is important that students and parents understand and be able to seriously commit to the requirements of online learning. Please carefully read the statements below, sign and date the bottom of the page.

- 1.) I understand if I am approved to take this course, I am responsible for completing all work independently. A fall or spring semester course requires me to work at least 90 minutes a day Monday through Friday. A year long course requires me to work at least 1 hour a day Monday through Friday. A summer course requires me to work at least 3 to 5 hours a day Monday through Friday. I also understand I may have to work weekend days.
- 2.) Pass or fail, I understand that this course and grade will be on my transcript, and the grade I earn will be included in my GPA. I understand that 100% of course must be completed to receive a grade. If I choose to drop the course, I must tell school counselor, not the online teacher. **If I choose to drop the course, it must be done before 12:00 noon on or before the 10th day the semester started.** My school counselor must contact Dee Bell to complete this action. I understand that I will not be able to drop this online course after the 10th day the semester or year-long session starts (not 10 days after I am enrolled). If I am enrolled in the course late, I may have less than 10 days to drop the course.
- 3.) If I am having difficulty logging into a NCVPS course I need to create a NCVPS Help Desk ticket immediately at <http://help.ncvps.org/> and follow their instructions. If I am having difficulty logging into an Edgenuity course, I need to contact my school counselor immediately and they will contact Dee Bell.
- 4.) If I am having difficulty with the course, it is my responsibility to contact my online teacher and my school counselor immediately for help.
- 5.) I have a completed Internet Student Network/Internet User Agreement (RUA) and Parent Permission Form on file.
- 6.) I understand that I cannot use my cell phone or a tablet to complete the assignments in this course.
- 7.) I agree to return any textbook (if borrowed) to my school counselor of the school immediately after the final exam.
- 8.) I will communicate with the online teacher via email or text on a constant basis and especially if I have difficulties or any other issues that arise during the course.
- 9.) I will read the NCVPS Student Getting Started Checklist or read the email Edgenuity sends me so that I understand how to be successful in my online course.
- 10.) Parents, please check:
 I have a computer with reliable internet access at home.
- 11.) I will respond immediately to my online teacher's emails, calls or any communication.

My child has an IEP or a 504 plan and I have completed a Release of Education Records form in order for accommodations/modifications to be shared with the online teacher. I understand that the online teacher and the school will communicate regarding appropriate implementation of accommodations/modifications for online courses.

12.) I understand that the computer I use must have the NCVPS or Edgenuity minimum technology requirements which can be found at <http://www.ncvps.org/index.php/technology-requirements/>

13.) I understand that I must be self-motivated and self-disciplined and manage my time well in order to complete the assignments in the online course on time.

Parent Printed Name

Student Printed Name

Parent Signature & Date

Student Signature and Date