

Troy School District High School Summer School 2019 Virtual Class Registration



ONLINE REGISTRATION
NOW AVAILABLE!
www.troyceonline.com

- ✓ Labs held at Troy High School!
- ✓ Simply go to www.troyceonline.com and complete all information and waivers!
- ✓ *Be sure you have already met with your counselor before you go online to register.*

- Take classes online - either at home, in our virtual lab at Troy High School, or on vacation.
- Virtual classes provide options for students who are unable to attend our regular sessions.
- **Optional** one-time initial Orientation available for new students or those wishing a review.

FOR STUDENTS WHO REGISTER BY JUNE 12:

Optional orientation is June 18. Meet at Troy High School at 12:30pm.

- Follow signs in hallway near main entrance for location in building.
- All students will be provided log-in credentials and website address via email by June 17.
- Students who do not need to attend the orientation may begin their course on June 18.

FOR STUDENTS WHO REGISTER AFTER JUNE 12:

Go to the Summer School Office on June 17, starting at 9am, to register for virtual classes.

Optional orientation is June 19 at 10am in computer lab 202.

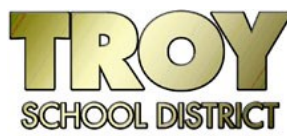
- Dedication is required – two to four hours a day, depending on the number of classes to complete.
- A lab will be available every Monday-Friday from 8am-12pm through August 2 to come in for additional support with a certified teacher. **No lab July 4 and July 5.**
- Proctored final exams are in the Summer School Virtual Labs at Troy High School.
- Students taking **ONE** virtual course must complete their final exam on or **before July 31, 12pm.**
- Students taking **TWO** virtual courses must complete their final exam for their first course by **July 11, 12pm,** and will not be allowed to begin their second course until that final exam is completed and recorded.
- Students taking **TWO** virtual courses must complete the final exam for their second course by **August 2, 12pm.**

\$229/class (Troy District Resident fee) OR \$267/class (Non-District Resident fee)

For more information, go to www.troyceonline.com or call 248-823-5100

**Starting June 17, you may direct all calls/inquiries to the
High School Summer School Office, from 7:30am-12pm, at 248-823-2753.**

*Troy School District High School Summer School still offers a wide array of traditional in-seat classes as well!!
Please see the yellow 2019 High School Summer School brochure in your counselor's office for more information.*



Troy School District 2019 Virtual High School Summer School Description of Program

Students will utilize online learning curricula to receive credits toward graduation. Instruction and assessment will be online. The final exam is taken on site at Troy High School in a computer lab. Credit for the course will be awarded upon successful completion. This program provides an option for those students who cannot attend regular in-seat High School Summer School available through Troy School District.

PROGRAM SCHEDULE:

The program will start June 18, 2019. Students may attend an optional orientation at Troy High School to participate in this online opportunity. See previous page for orientation schedule. If students are staying on target for their completion date, they can work completely online until they are ready to take the final exam. Classes will take an average of two hours per day for ONE class and four hours per day if you are scheduled to complete TWO classes. Finals must be scheduled in the lab at TROY HIGH SCHOOL between the hours of 8am and 12pm by August 2. Be sure to give yourself plenty of time to complete the exam before 12pm. **There are no extensions beyond August 2, 12pm.** *Depending on the number of students registered, there may be designated days/times set for final exam proctoring.* Students taking only one virtual class have to have their final done by July 31.

IF YOU HAVE SIGNED UP FOR TWO ONLINE CLASSES, ONE OF THE CLASSES NEEDS TO BE COMPLETED BY JULY 11. STUDENTS WILL NOT BE ABLE TO START THEIR SECOND COURSE UNTIL THE FIRST COURSE IS COMPLETED AND THAT FINAL EXAM HAS BEEN RECORDED. If you have one virtual class and one in-seat class, your schedule may be different. You can start your virtual course while taking your in-seat course at the same time.

**STUDENTS CANNOT HAVE MORE THAN TWO CLASSES TOTAL!
(both in-seat, virtual, or mixed)**

If a student is not staying on target to complete their class by August 2, they will be required to start coming into the lab from 8am-12pm Monday through Friday to catch up.

APPLICATION REQUIREMENTS:

Students will be considered for the virtual program based on the recommendation of their administrator or guidance counselor. Students wishing to apply to the virtual program must complete the application form and contract or register online at www.troyceonline.com. The contract must be signed by the parent/guardian and student (on the back of the registration form) or the waiver marked online as approved by the parent/guardian. In addition, students must meet with the guidance counselor in charge of admission to review his or her transcript in order to be accepted. The counselor must sign the registration form, or the counselor review box must be checked if registering online. Failure to meet the terms and conditions of the contract may result in removal from the program.

REFUND/DROP POLICY:

Refunds must be requested EITHER before the first quiz is completed OR before July 19. NO REFUNDS AFTER JULY 19. There is a \$20 processing fee for each refund or change requested. Once the class is 30% completed, a grade will be recorded, even if the class is dropped. **This means an “E” will be reported if the class is not completed after the student reaches 30% completion.**

**Make sure you review
your schedule with
your counselor first!**

**For more information, go to
www.troyceonline.com or
call 248-823-5100
or 248-823-5162.**

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Troy School District 2019 Virtual High School Summer School

Terms and Conditions

In order to participate in the Troy School District Virtual Program, the student and parent/guardian agree to the following terms and conditions as indicated by signing below:

- 1) The student will work to complete the selected curricula with due diligence during the scheduled program time. Staying on target with timelines is the key to success. If the student falls behind, the student agrees to come to the Virtual Lab at Troy High School between 8am and 12pm, Monday through Friday, to catch up. There will be no lab available on July 4 and July 5.
- 2) The student must take the Final Exam for each class at the Virtual Lab at Troy High School between the hours of 8am to 12pm, Monday through Friday, by August 2 (see front page for exam deadlines for one and two classes). Be sure to give yourself enough time to complete the final exam by 12pm. **Under no circumstance will a student be allowed to take their final exam after Friday, August 2, 12pm.** Any student who is unable to take their final exam, or does not show up for the exam at the scheduled time, will receive a zero on the exam and will receive a grade that includes that score in their final average.
- 3) The student agrees to abide by all TSD acceptable use policies while working on school district computers and/or software. Failure to abide by these policies may result in loss of computer privileges and dismissal from the program.
- 4) The student and parent/guardian understand that there will be no refunds once a student completes the first quiz or after July 19. Once the class is 30% completed, an "E" grade will be recorded, even if the class is dropped.

Student Signature/Date

Parent/Guardian Signature/Date

Course(s) approved for Summer 2019.

Class descriptions are available online at www.troyceonline.com. Circle up to two (2) classes.

****MAXIMUM OF 2 TOTAL CLASSES; WHETHER IN-SEAT OR VIRTUAL OR MIXED****

770121 9 English Lit/Comp S1 VH	770122 9 English Lit/Comp S2 VH
770062 10 English Lit/Comp S1 VH	770042 10 English Lit/Comp S2 VH
770082 11 College Prep English S1 VH	770092 11 College Prep English S2 VH
770113 12 English Lit/Comp S1 VH	770213 12 English Lit/Comp S2 VH
770392 Speech VH	
773143 Algebra 1 S1 VH	773243 Algebra 1 S2 VH
773162 Geometry S1 VH	773262 Geometry S2 VH
773193 Algebra 2 S1 VH	773293 Algebra 2 S2 VH
773133 Pre-Calc S1 VH	772133 Pre-Calc S2 VH
773245 Fundamentals of Algebra 2A S1	773246 Fundamentals of Algebra 2A S2
773247 Fundamentals of Algebra 2B S1	773248 Fundamentals of Algebra 2B S2
777272 Personal Finance VH	
772012 American History/Geography S1 VH	772022 American History/Geography S2 VH
772232 World History/Geography S1 VH	772242 World History/Geography S2 VH
772062 Economics VH	772072 Government/Civics VH
774153 Biology S1 VH	774253 Biology S2 VH
774223 Physics S1 VH	774213 Physics S2 VH
774193 Chemistry S1 VH	774293 Chemistry S2 VH
778852 Health VH	774222 Environmental Science VH
770432 Student Success VH	770406 Art History VH
772152 Psychology VH	779422 Career Planning and Development VH
772182 Sociology VH	776202 Fundamentals of Art VH
770173 SAT Math Prep VH - <i>audit only</i>	770175 SAT Writing Prep VH - <i>audit only</i>
770174 SAT Reading Prep VH - <i>audit only</i>	

Troy School District 2019 Virtual High School Summer School

Application for Admission - for walk-in/mail registrations only

If registering online, complete all information at www.troyceonline.com.

Please don't forget to circle class choices and sign on the back!

Student Name: _____ Date of Birth: _____ Current Grade: _____

Signature of the person reviewing student's selection is required. (Parent and student sign on back page.)

Guidance Counselor/Admin: _____ Signature: _____

School District: _____ Home High School next Fall: _____

List courses registering to complete by August 2, 2019. **(IF TAKING TWO CLASSES, ONE MUST BE COMPLETED BY JULY 11):**
Please don't forget to circle class choices and sign on the back!

1. Course name: _____ Course #: _____ Audit New Credit Credit Recovery

2. Course name: _____ Course #: _____ Audit New Credit Credit Recovery

REGISTRATION: Online/mail-in registrations must be received by June 12; walk-ins by 3pm and online registrations by 11pm. **New registrations, drops, refunds, changes and/or additions to virtual courses will be available again starting June 17 at the Troy High School Summer School Office from 9am-12pm. Starting June 17, you may direct all calls/inquiries to the High School Summer School Office, from 7:30am-12pm, at 248-823-2753.**

Walk-in/Mail-in Registration Address: Virtual HSSS, Niles Center, 201 W. Square Lake Road, Troy MI 48098.

Online Registration: www.troyceonline.com until **June 12, 11pm** (student must meet with counselor first).

Student Last Name _____ Student Legal First Name _____ Student ID # _____

Gender: Male / Female (circle one) IEP? Yes / No (circle one) Race/Ethnicity: American Indian Asian Black Hawaiian/Pacific Islander Hispanic White (circle one)

Street Address _____ City _____ ZIP _____

Home Phone _____ Student Cell Phone _____ Student Email _____

Parent Name _____ Parent Email _____

Parent Cell Phone _____ Other Emergency Contact Name _____ Other Emergency Contact Phone _____

Number of Classes (maximum 2): _____ Class fee: **\$229/class (In-District) OR \$267/class (Non-District)**

TOTAL FEE: \$ _____ Payment can be made by cash, check, or major credit card. \$20 fee for drops and/or changes.
NSF fee of \$20 for returned checks.

Please make checks payable to **Troy Continuing Education. Check # _____** - Place student's name in the memo area.

Credit Card # _____ Exp Date _____ CVV (security # on back of cc): _____

All major credit cards accepted

Name as shown on credit card _____

Staff only
____ SBSI
____ E-School
____ Virtual