

Student Checklist for Fall/Spring Online Course Registration



Online Registration Process

1. Request an Online Course

Add any online course you would like to request to your proposed schedule for next year in HAC. Your guidance counselor can provide instructions to do this. If you decide you want to take an online course and have already submitted your proposed schedule, contact your guidance counselor.

2. Complete the Online Learning Interest Survey

Take the [Online Learning Interest Survey](#).

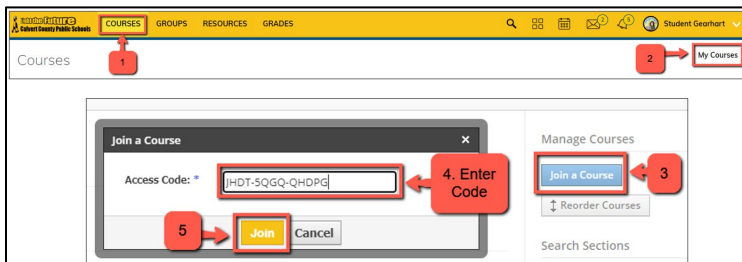
Any student interested in taking an online course must complete the **Online Learning Interest Survey**. This survey communicates what courses you are interested in taking. Students who have PREVIOUSLY taken an online course are still required to complete the **Online Learning Interest Survey**. After completing the survey, you will receive an email that informs you that your registration is being processed.

Please note, completion of the Online Learning Interest Survey does not ensure you will be enrolled in a course. Online courses run based on interest, enrollments, and MSDE approval. Spots in online courses are limited, and priority will be given to upperclassmen.

3. Complete the Online Orientation Course in Schoology (Optional)

In this course, you will complete a shortlist of activities similar to those found in most online courses. This is a self-paced course students complete independently. Students who have previously completed the Online Orientation course are not required to retake the course.

[Log in to Schoology](#) to access CCPS Online Orientation course (**access code JHDT-5QGQ-QHDPG**). Orientation should take approximately 1-2 hours to complete. Schoology will track your progress.



4. Confirmation Email from the Online Course Coordinator

You will receive a confirmation email from Mrs. Gearhart letting you know you have been officially enrolled in the course you requested. Copies of any emails will also be sent to parents/guardians and your guidance counselor. The online course will appear on your schedule in HAC (Home Access Center). Before the course starts you will receive emails with information about your teacher, accessing the online platform, and a schedule of tentative dates if face-to-face meetings are required.

Online Course Payment

- Students scheduled for **more than seven credits** for the school year 2021-2022 will be charged a fee of \$325 for a one-credit online course and \$275 for a half-credit online course (this includes a \$25 non-refundable fee). A bill will be sent out by early October for all courses that take place during the regular school year. It will include instructions on making a payment. Full payment is due by the end of November.
- Course descriptions, pre-requisites, and grade level restrictions are fully outlined in the High School Educational Planning Guide, available from your school counselor.

For more information about CCPS Online Learning [visit our website](#) or contact:

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