

Online Course Learning Enrollment Process



If you are interested in taking online courses, you must complete the necessary steps listed below to enroll in an online course. Please place a checkmark in the box next to each item as they are completed.

- 1. Discuss the desire to take online courses with your parents/guardians.
- 2. Take the online survey to determine your overall readiness for an online course:
 - Log onto: www.tcaps.net
 - Click [Student Programs](#) → [Online Programs](#) → [Online Readiness Survey](#)
 - Print out your survey answers and the total score with the online recommendations that come with it.
- 3. Make an appointment with your counselor. Take the survey results with you to your appointment. Your counselor will discuss with you the following:
 - Your readiness for an online course
 - Your time management abilities
 - Your likelihood of success with an online course
 - Online course requirements such as: regular meetings (2-3 times per month) with your mentor to discuss your progress, providing weekly grade printouts to your mentor, the designated area you will be assigned for the period taking the course, your ability to commit eight (8) hours to your course each week, and the completion of either TCAPS' CAAP test or final exam for the course.
- 4. If you and your counselor believe online courses are right for you, you will be given a permission slip to take home for your parents/guardians endorsement.
- 5. Return permission slip to your counselor. You will then work with your counselor to utilize the Michigan Virtual High School (MiVHS) or Cyber Ed Schools (CES) catalogs to determine the appropriate courses to take and which class period to take them in.
 - If a MiVHS course is determined appropriate, then an Assistant Principal will assist you with signing up for the course.
 - If a CES course is determined appropriate, then your counselor will sign you up and will notify the Assistant Principal of your course decision.
- 6. The Assistant Principal will place your online course(s) on your semester schedule.
- 7. Meet with your mentor to review the login procedures and requirements for coursework (outlined above in #4).
- 8. Online classes begin when TCAPS' semester begins.



STUDENT ONLINE COURSE AGREEMENT



Today's Date: _____

Student Name: _____

Student's Email Address: _____

Please Complete Information Below for all Courses Requested:

Name of Course Requested	Taking Course at Home or School? (Please Specify)	Period of the School Day Course Will be Taken

I agree to work on my online course at the time scheduled above. This is an independent study course where I am responsible for all the work assigned, including homework, any tests and quizzes, and asking for help if I need it from my online teacher or my mentor. I also understand that it is my responsibility to schedule any tests with my mentor as well as letting the school know when and if there are any technological problems.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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Counselor Signature: _____ Date: _____

My mentor for this class will be: _____

Principal Signature: _____ Date: _____

Date student will begin course: _____

