



# Online Course Enrollment Contract

Student Name: \_\_\_\_\_ Class of \_\_\_\_\_

Online Course Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

## Transcript:

- My course will be listed on my transcript as soon as I login and complete the first 10% of the course. The final grade, as of the end date of the course, will be listed on my transcript, regardless of the grade earned.
- My course will not be listed on my transcript until I complete the course and request it be added. Once I complete the course, it is my responsibility to let the Academic Office know that I want it to be added to my transcript.

## Advancement

- I am enrolling in this course with the goal of advancing a level in math / languages.

Current recommended level: \_\_\_\_\_

Level once course is successfully completed: \_\_\_\_\_

- This course meets the department standards for advancement.

Department Head's signature: \_\_\_\_\_

## Guidelines for Advancement:

- If this course is being taken over the summer, enrollment in the course must occur prior to May 1.
- By May 15<sup>th</sup>, the course must be started and 5% of the course completed. By May 30<sup>th</sup>, 15% of the course must be completed.
- Failure to meet the deadlines will result in placement into the department's current recommended next level.
- If the course is not 15% completed by May 30<sup>th</sup> but is successfully completed by August 15<sup>th</sup>, a student can request placement in the advancement level but availability of the next-level course is not guaranteed.
- If the course is not successfully completed by August 15<sup>th</sup>, the student will not be eligible for the advancement level and it will be removed from her schedule. The student will be enrolled in the department recommended next level if there is availability.

## Payment

I give permission for my credit card to be used to pay the fees associated with this course. I agree to the online course enrollment guidelines stated above.

Parent's signature: \_\_\_\_\_