

Student Checklist for Fall/Spring Online Course Registration



Online Registration Process: <http://bit.ly/ccpsonline>

1. Complete the Online Learning Interest Survey

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

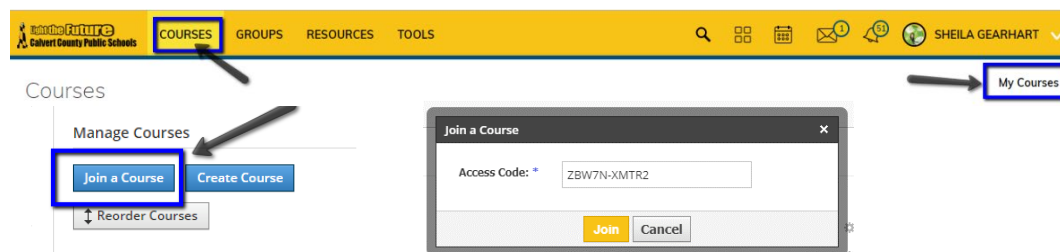
Any student who is interested in taking an online course must complete the Online Learning Interest Survey. This survey communicates what courses students are interested in taking for the upcoming school year. Students who have PREVIOUSLY taken an online course interested in enrolling in an additional online course(s) are required to complete the Online Learning Interest Survey. After completing the survey, students will be emailed detailed information about accessing a CCPS Online Orientation course in Schoology.

Please note, completion of the Online Orientation course does not ensure you will be enrolled in a course. Spots in online courses are limited, and priority will be given to upperclassmen. If you do not complete the Online Orientation Course requirements, your course request will not be processed.

(Optional) Complete the Online Orientation Course in Schoology

Before you can register or be enrolled in an online course you must complete the **Online Orientation Course** in Schoology. In this course, you will complete a shortlist of activities similar to those found in most online courses. 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 C5DB-Q3W8-PHXV5**). Orientation should take approximately 1-2 hours to complete. Schoology will track your progress.



After completing the orientation course email the CCPS Online Course Coordinator

Email Sheila Gearhart, CCPS Online Course Coordinator, once you have completed 100% of the Online Orientation Course. You will need to email Mrs. Gearhart from your CCPS student email account or your personal email.

Sheila Gearhart – gearharts@calvertnet.k12.md.us

2. Confirmation Email from Mrs. Gearhart

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.

Summer School students will receive an emailed registration form that will need to be submitted along with full payment to the school's financial secretary in order to be fully enrolled in a course.

Online Course Payment

- Students scheduled for **more than seven credits** for the school year 2019-2020 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 in November for all courses that take place during the regular school year. Summer school payments must be made in full when submitting the registration form to the school's financial secretary.

- Course descriptions, pre-requisites, and grade level restrictions are fully outlined in the High School Educational Planning Guide, available from your school counselor.

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CCPS Online Course Coordinator
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