

Distance Learning Off Campus Course Procedure

Step One: Discuss Options and/or Obtain Paperwork

You may pick up an online course packet from the Counseling Office. If you are unsure which course(s) you are eligible to take online, please schedule an appointment to see your counselor.

You may not register for an online course prior to getting approval from your counselor. Please do not register for any courses without proper approval. If you do so, you run the risk of the credit NOT being accepted at Centennial.

According to Fulton County board policy (IHF), students should take courses in this priority:

- If the student can take the course at the local school, he/she should be scheduled for that course.
- If a student cannot take a course at the local school, he/she should be registered for a Fulton County Virtual Campus course.
- If the student requires a course that cannot be taken from the local school or Fulton County Virtual Campus, he/she should be registered for a Georgia Virtual School course.

Step Two: Research Online Course Providers

Fulton County Virtual Campus (FCVC):

- 1) Log on to <http://www2.fultonschools.org/dept/virtualcampus/index.htm>
- 2) Review course catalog and registration information

Georgia Virtual School (GAVS):

* Please note that students must first check to see whether the course(s) of interest are offered through FCVC. If not, students can proceed with researching GAVS options. Please note that some courses require a “Software Release Form” and credit card deposit for materials (in addition to the tuition for the course).

- 1) Log on to www.gavirtualschool.org
- 2) Review course catalog and registration information

Step Three: Submit Paperwork

- 1) You should return your completed “Off Campus Request Contract” form to the counseling office for approval PRIOR to enrolling in online courses.
- 2) Your counselor will let you know via e-mail when you can register for the online course(s).

Step Four: Registration

- 1) If you are approved to take an online course through Fulton County Virtual Campus, you will need to register for your course(s).
- 2) If you are approved to take an online course through Georgia Virtual School, you will need to register for your course(s).

Remember: You may not register for an online course prior to getting approval from your counselor. In addition, students who want to take distance learning courses over the summer must receive all approval signatures PRIOR to May 31, 2011 - NO EXCEPTIONS.