

View all policies on A2Virtual webpage: A2Virtual.org

**STRATEGIES for Student Success:**

* REQUIRED: Attend an orientation. Orientation dates are published well in advance, please mark calendar. Students who don’t attend an orientation may not be successful.
* Contact Building Liaison or A2V+ office immediately if student is having difficulties in course. Work through several units during first week of class to ensure understanding of program and Learning Management System. Students only have a limited time to drop course, no exceptions.
* WORK AN AVERAGE OF ONE HOUR PER DAY OR FIVE HOURS PER WEEK ON SEMESTER BASED COURSES OR 90 MINUTES DAILY, EIGHT HOURS WEEKLY FOR TRIMESTER COURSES.
* Coordinate time/space arrangements with school if student has a hole in schedule.
* COMPLETE WEEKLY MOODLE BY 11:55 PM ON WEDNESDAY NIGHT. Sign up for REMIND to receive weekly reminders.
* Need to DROP Class? MUST be done within deadline. Complete Drop form on A2Virtual website, have signed, and returned in timely fashion.
* Withdrawals are not processed; except for medical reasons with proper documentation and approval by A2V Principal. No course will be withdrawn in the final 4 weeks of term.
* Student must have completed 60% of course work to be considered for an Incomplete or extension and apply by deadline.
* Math Acceleration students need to see additional information sheets

**Procedure checklist for Registering:**

* Review the calendar and make note of all important dates and deadlines.

Enrollment period:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Orientation Session:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classes begin:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Day to drop;\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Day of class:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Verify that the course agrees with the student’s graduation plan.
* Student must meet the specific course prerequisites.
* Verify that course doesn’t increase schedule beyond FTE for student.
* Enrollment for class(es) on A2V+ webpage through the online Google Form. Adhere to the registration timeline.
* Enrollment form must be signed by counselor, parent, and student and returned in specified timeframe. Courses will not be added to schedule without it.
* Sign Acceptable Use Policy and send to A2V+ Office for file when taking first online course.
* If student has IEP or 504 ensure the appropriate box is on application. Most standard accommodations are normal procedures in an online course.
* Verify that online course is NCAA approved if needed.
* Fifth Grade Math students need to follow procedure, which includes application. See website for further details.