



ONLINE ENROLLMENT AGREEMENT FORM

To complete your online enrollment, please sign and return this form to:

**James Pavlek
MSC Online Learning Project
Northeast Service Cooperative
5525 Emerald Avenue
Mt. Iron, MN 55768
FAX: 218-741-1719**

The MSC Online Learning Project is committed to providing equal access to high quality online learning opportunities for all students. Taking an online course can be a great experience, but it does require some special skills, like good time management and being able to work independently. Students and parents should also make sure that the online course will meet the student's educational goals before the student enrolls in the online course. Meet with your school counselor and use the OLL Supplemental form to document that the online courses you choose will meet your requirements.

What Makes a Successful Online Student?

These guidelines were adapted from resources developed by the Illinois Online Network. To take an online, self-evaluation survey for potential online students, go to: <http://www.ion.illinois.edu/resources/tutorials/pedagogy/selfEval.asp>

As an online student, you must agree to:

- ✓ **Participate** and share your experiences, ideas and perspective with your teacher and other students. You will use critical thinking and decision-making skills in an online course and be expected to apply what you learn.
- ✓ **Take the program and yourself seriously.** Online learning is not easier than traditional classroom learning and it's easy to get behind in an online course.
- ✓ **Make sure you can spend the time needed to do a good job** on the course. This is typically 5-15 hours per week and means logging in to your course(s) regularly.
- ✓ **Be self-motivated and self-disciplined.** Make sure you have a private place to study and set aside time 5-6 days a week to work on your course(s).
- ✓ **Be willing to "speak up" if any problems arise.** Your instructor needs to know right away if you are having any problems with the technology or the course requirements.
- ✓ **Be able to communicate through writing** and use good "netiquette" when communicating online.
- ✓ **Have access to a computer with an Internet connection** and be able to complete basic computer tasks like saving files, looking for information on a web site and sending email.
- ✓ **Be willing to try new skills** and be open to learning new things.
- ✓ **By enrolling in a MSC Online course, you agree to the following:**

I acknowledge that during the first 14 days of being enrolled into my MSC Online course, I may drop the course without penalty. If I withdraw from a course after the first 14 days, a grade of F will be issued. I understand for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course and may result in a failing grade. If I withdraw from the course after completing 50% or more of the class requirements and fail to take the final exam or complete the final project, MSC Online will issue a grade of F for my final grade. [Source: MSC Online Learning Project Regional Policy]

Academic Honesty

MSC Online students are expected to abide by the highest standards of academic honesty in their online work. In addition to being subject to the academic honesty policies of their enrolling districts, MSC Online students agree to not engage in any of the following activities:

Cheating refers to intentionally using or attempting to use unauthorized materials, information, or study aids in any academic activity. An academic activity includes all forms of student work submitted for a score, a grade or for credit. Cheating includes, but is not limited to:

- Giving or receiving unauthorized aid from another person on any academic activity;
- Giving or receiving advance information about quizzes, tests, or examinations;
- Using or consulting unauthorized materials or using unauthorized devices on any academic activity;
- Using any portion of a paper or project to fulfill the requirements of more than one course, without receiving prior permission;
- Participating in unauthorized collaboration with other students;
- Intentionally misrepresenting the need for extra time on any academic activity, in order to gain more information;
- Lying about any of the above or assisting another student to cheat.

Plagiarism refers to the deliberate adoption or reproduction of ideas, data, language, or statements of another person as your own without proper acknowledgement. Plagiarism includes, but is not limited to:

- Presenting someone else’s work or ideas as your own;
- Having a parent or another person do work which you then submit as your own;
- Including another person’s work as part of your work, without proper acknowledgement or documentation.

The first violation of these guidelines will result in (at a minimum) a score of “0” (zero) for the work submitted, plus any additional consequences defined by the student’s enrolling district.

A second offense may result in expulsion from the course with a failing grade, plus any additional consequences defined by the student’s enrolling district.

I have had the opportunity to review course outline(s) or other materials for the online course(s) I plan to take.

I have read and agree to the expectations for being a successful online student.

(Please sign that you have read and accept these guidelines, and submit with enrollment)

Student Name _____ Date _____

Signature _____

Parent Name _____ Date _____

Signature _____

(required for students 17 years old and younger)