

Enrollment in District Online Program

Full time students are students who will complete all courses at home. Students will be scheduled courses by semester. Students who attend the CCCTC and are doing online are considered full-time.

1. Review information on the district website.
2. Complete CCSD Online Program Application and Agreement.
3. Complete Unmet Needs Student Certification, if requesting a device, and you did not complete one in school this school year.
4. Return the application to the guidance counselor. The guidance counselor will send the application to the Curriculum Office once it is approved.
5. Secondary students must make an appointment with the guidance counselor to schedule courses.

After the agreements are received, the student will be enrolled and scheduled.

1. Students will be enrolled in courses by semester.
2. Students/Parents will be contacted to pick up device, if requested.
3. Students will be contacted to pick up any necessary materials that need to be ordered.
4. Students will be sent information to the school email about course enrollment. It is your responsibility to have your email log in and password.
5. Review all necessary orientations/trainings from the online vendor.
6. Contact the guidance counselor to drop a course or program within 14 calendar days.