

How to... Request to a Full Service Course

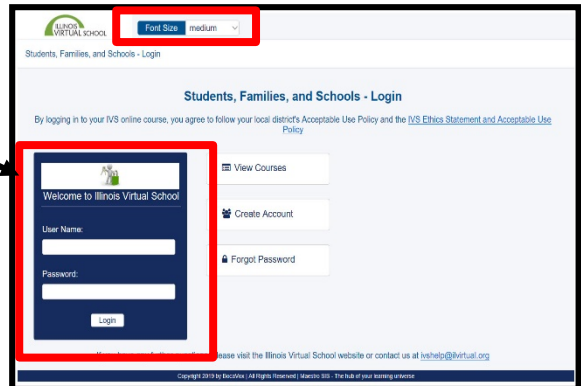


Full Service courses are semester courses taught by IL licensed instructors. Full Service courses are recognized by NCAA.

Students can request to take a course or your school Registrar can directly enroll you in a course. If you put in a course request, your school will need to approve it before you are enrolled in the course. To request to take a course, follow these steps:

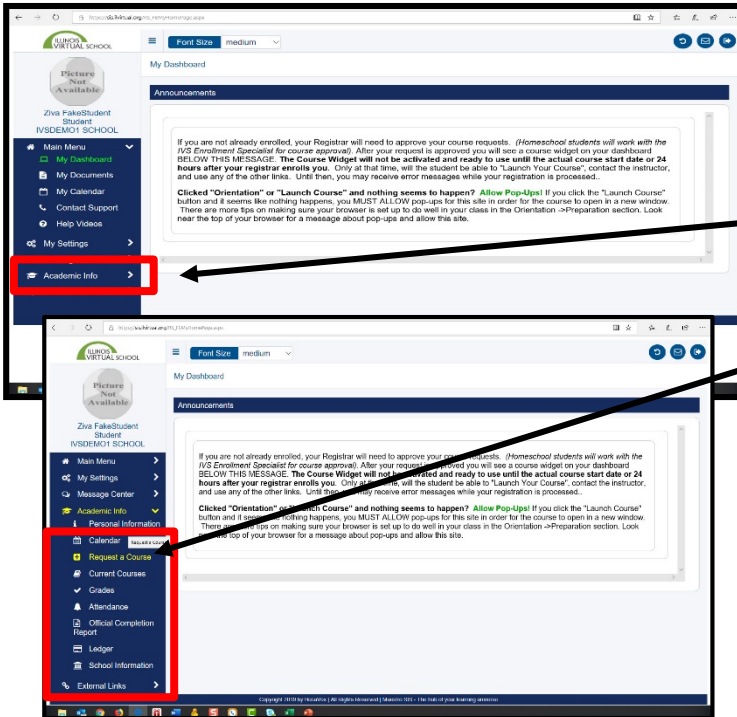
Step 1: Using your IVS username and password, log into the IVS Student Information System at <https://sis.ilvirtual.org>

Note: You can change the font size using the drop down menu available at the top of the screen. Medium is the default font size.



Step 2: Click **Academic Info** in the menu on the left hand side to reveal its submenu options

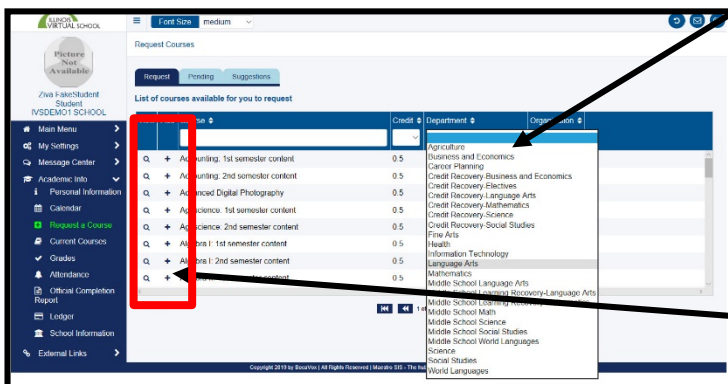
Step 3: Click the **Request a Course** link within the submenu



Step 4a: Click the down arrow associated with the empty field in the **Department** column, and then select the department your course will be found in (e.g. Social Studies.)
Note: Credit Recovery courses are listed within own departments.

You can click the **View** icon (magnifying glass) in the same row as the course to read the course description.

Step 5: Click the **Add** icon (+) in the same row as the course you want to request to take



Add Course Request

Requesting course English II: 1st semester content
Course fee: \$240.00

Preferred term * :

11/05/2019-03/10/2020: 2019-11-05
10/01/2019-02/04/2020: 2019-10-01
09/05/2019-01/14/2020: 2019-09-05
08/22/2019-12/17/2019: 2019-08-22

Comments:

Add Course Request **Cancel**

Step 6: Click the down arrow for **Preferred Term** and select the appropriate start date

Note: There should be at least one monthly start date except in December and July for Full Service courses.

Add Course Request

Requesting course English II: 1st semester content
Course fee: \$240.00

Preferred term * :
08/15/2019-12/17/2019: 2019-08-15

Reason * :

Enrichment
Need to retake
Not offered at my school
Other
School requirement

Add Course Request **Cancel**

Step 7: Click the down arrow for **Reason**, and select appropriate reason for requesting the course

Step 8: Click the **Add Course Request** button

Note: Typing a Comment is optional.

Request Courses English II: 1st semester content Submitted Successfully

Thank you for requesting the course English II: 1st semester content.

If you want to review your course selection(s), please click the Pending Course Requests link.

You can continue selecting other courses from our course catalog.

An automatic email has been sent to alert your IVS Registrar of your request. Home school students will receive an emailed invoice within a few business days. Students who attend a local partner school may want to follow up with their school to determine next steps for school approval. Questions? Please visit the "Contact Support" link on the left of your dashboard.

You can click on the Ledger link to review your current and pending charges .

If successful, a new pop-up will display text confirming your request. If you do not receive this message, correct any errors and click **Add Course Request** again.

Course Request Must Be Approved by School – Locate School Contact

The course request is automatically emailed to your face-to-face or home school Registrar for approval. The Registrar must approve and enroll you in the course in order for you to gain access to the course. You may want to contact your Registrar to ensure approval before your course start date. To locate your school Registrar or other contact information:

Step 1: Click **School Information** in the menu on the left hand side of the screen

Step 2: View the **Organization Contact** list in the main area of the screen.

Locate the Registrar name and contact information.

Contact School

Information

Name: IVSDemo1 SCHOOL
Email: mgottschalk@ivirtual.org
Primary Phone: (309) 676-1000
Street1: 10112 W Dubois Rd PO Box 103
City: Edwards
Zip: 61528

Parent Organization: IVSDemo DISTRICT
Secondary Phone:
Street2:
State: ILLINOIS
Country: UNITED STATES

Organization Contact

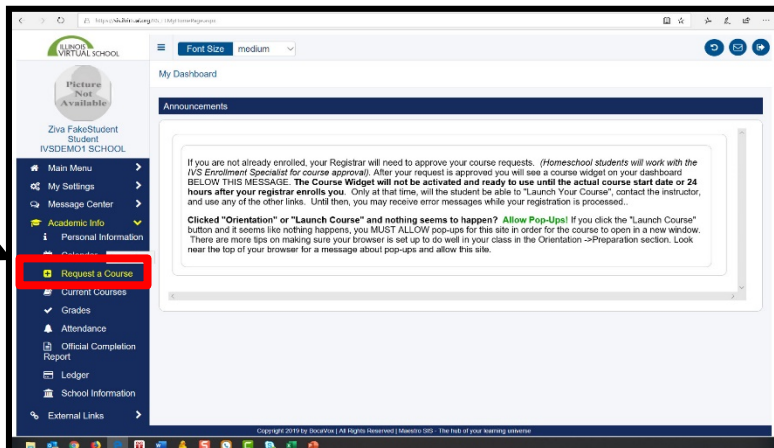
Send Message	User Account	Name	Contact Type	Email	Phone
✉	32498	MENTOR, IVSDemo1	Mentor	maria9817@comcast.net	(309) 676-1000
✉	40790	IVSDemo1 SCHOOL, IVSDemo1 SCHOOL	Registrar	chamblin@ivirtual.org	
✉	44959	TECHCONTACT, IVSDemo1	Technical Support	mgregory@ivirtual.org	(309) 676-1000
✉	18649	Closen, Barb	Registrar	bclosen@ivirtual.org	(309) 676-1000
✉	66911	REGISTRAR, IVSDemo1	Registrar	IVSDemo1REGISTRAR@noreply.com	(999) 999-9999
✉	32497	SCHOOL, IVSDemo1	Site Coordinator	mgottschalk@ivirtual.org	(309) 676-1000
✉	18650	Gottschalk, Maria	IVS Point of Contact	mgottschalk@ivirtual.org	(217) 553-5767

Check Status of Your Course Request

Before you can begin your course, your request must be approved by your face-to-face or home school. To check the status of your request:

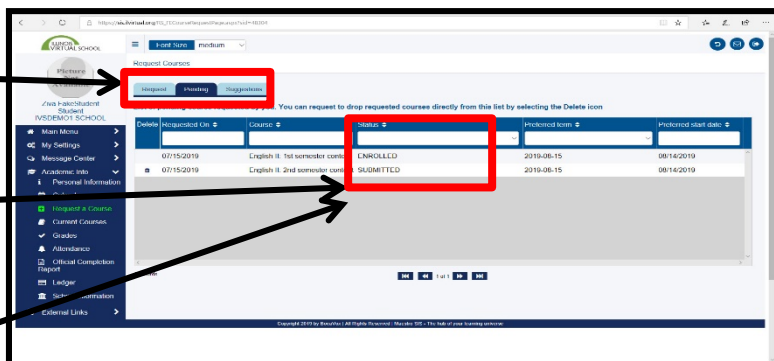
Step 1: Click **Academic Info** in the menu on the left hand side to reveal its submenu options

Step 2: Click the **Request a Course** link within the submenu



Step 2: Click **Pending** tab at the top of the main course list

Step 3: View the course(s) listed in the table. Courses with Status set to **Signed or Submitted** are currently awaiting school approval.



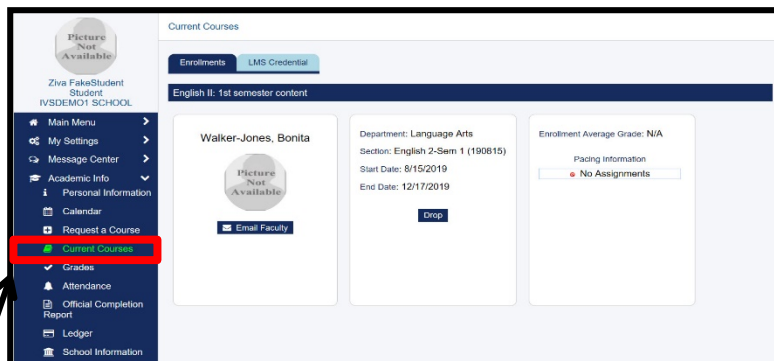
Once you are enrolled by the school, the status will change to **Enrolled**.

Note: You may want to contact your school Registrar regarding approval, especially if the course start date is near.

You can also check for enrollment if you:

Step 1: Click **Academic Info** in the menu on the left hand side to reveal its submenu options

Step 2: Click the **Current Courses** link within the submenu



Note: Courses you are currently enrolled in are also visible on your Dashboard when you first log into the system. Each course will be in its own widget.

