

# How to Enroll Students in AccelerateU Online Courses

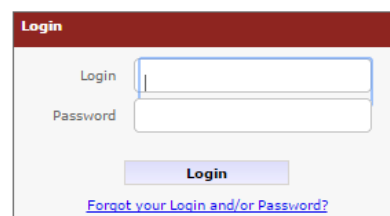
## List of Online Courses

Course availability changes often, so please visit [accelerateu.org](http://accelerateu.org) for availability and syllabi.

## Enrolling Students

All AccelerateU enrollments are done online, as shown below.

**NOTE: Each enrollment requires verification that the Student Contract has been reviewed with students, parents/guardians and administrators. See below for details.**



Genius Site: <http://accelerateu.org>

Check with Heather Pannucci or Mike Morone for your login credentials.

**Step 1: Review the Student Contract with student and parent/guardian. As the coach/advisor, you will indicate on the student's enrollment in Genius that this has been done and that all necessary parties have been informed of the contract details.**



### AccelerateU Student Contract

Counselors, Coaches and Administrators:  
Please review this information with your student.  
Then indicate in their online enrollment profile that you have done so.  
This will serve as agreement to the contract by everyone involved.

A copy has also been emailed to the student and their associated contacts.

Students: This contract is designed to help you successfully complete your online course.

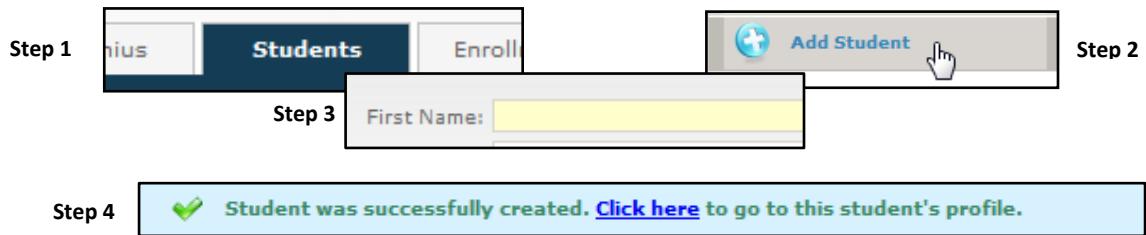
1. I will work in my online course at least 3-5 times per week for at least 3-5 hours per week. Upper level and AP courses may require at least 6 or more hours per week.
2. I will communicate with my online teacher 2-3 times/week and respond to emails within 2 days.
3. I understand that AccelerateU staff may be contacting me by texting or calling my cell phone.
4. I understand that I will be removed from the course if I fail to log in for three consecutive weeks.
5. I will not copy anyone else's work or violate copyright law. I will not provide answers to anyone. I will NOT use online translation programs.
6. I will follow my school's Acceptable Use Policy (AUP).
7. I understand that all my online activity is stored and can be monitored by school officials.
8. I agree to abide by my school's Code of Conduct, to keep the course free from discrimination, intimidation, harassment, and bullying. I will report to my teacher or counselor any such incidents. I also understand that any such incidents initiated by me will be reported to my school.

The following will be enforced for students who do not abide by the above expectations:

- **First Offense:** The student will receive an email warning. Parents, guardians and school personnel will be notified of the infraction. For severe misconduct, the student will be removed from the course immediately, regardless of offense number.
- **Second Offense:** The student will be removed from the course.

For questions: Mike Morone, [mmorone@edutech.org](mailto:mmorone@edutech.org) or Heather Pannucci, [hpanucci@edutech.org](mailto:hpanucci@edutech.org)

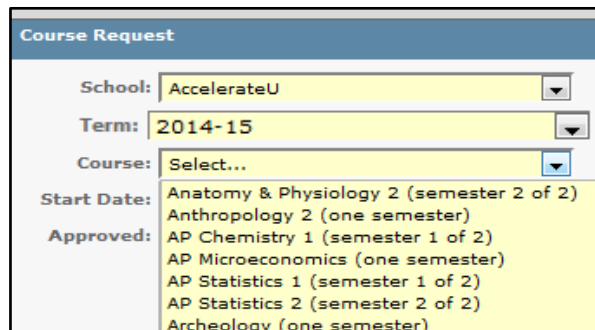
**Step 2:** Go to the **Students** tab and click **Add Student**, filling out the information in yellow. **Save.** Go to student's profile – by the "**Click here**" link, or by the **Students** tab and clicking on student's name.



**Step 3:** After clicking on student's name, select **Requested Courses** and **Add a new course request.** Select **2015-16** as the **Term**, select the **Course**, and select the **Start Date.**



**AccelerateU** staff will then enroll the student within 24 hours and send a **confirmation email** with instructions on accessing Genius and the **AccelerateU** online course.



**Step 4:** In the student's account, when necessary, please upload the **IEP or 504 document** by clicking **External Files** and **Upload new file.**



## Contact Information

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[help@accelerateU.org](mailto:help@accelerateU.org) (800) 722-5797, option 4 Mon – Fri, 7:30 am to 4:30 pm