

## 2021-22 Galena High School Correspondence Course Contract

Galena student: \_\_\_\_\_

This contract will review some of the requirements, expectations, and deadlines of BYU Correspondence courses specifically and other correspondence programs generally. Please carefully read and review with your parent/guardian and both must sign below. ***Signed contracts need to be returned to your counselor before the course will be added to your Galena schedule.***

### **WORDS OF CAUTION:**

- We cannot guarantee any college will accept credits from BYU Independent Study or other programs.
- We cannot guarantee the NCAA Clearinghouse will accept any BYU Correspondence or other program classes/credits.
- Check with your Galena counselor first to see which courses will satisfy high school graduation requirements prior to signing up! Do not assume “any History class” will meet the district’s high school US History requirement, for example.
- We do not generally recommend an online class over a traditional, teacher-taught class on campus.
- For BYU Correspondence: once you choose a class and pay for it online, select “enrollment verification” and send an email copy of your course registration to your counselor. Parent permission is required for each off-campus period! For seniors: a maximum of two BYU correspondence classes replace on-campus classes per semester.
- **REMEMBER:** Galena High School has no connection or authority over BYU Correspondence or the administration of any of their courses. Students are solely responsible regarding this commitment.

### **IMPORTANT DETAILS:**

- **Students must FINISH THE CORRESPONDENCE COURSE AND FINAL EXAM in one semester** if the course is part of the required minimum load (seven classes for all students; seniors may be allowed 5-6 periods if approved). BYU allows students one full year to finish their course; however, for Galena requirements, you must finish your class(es) in the semester to count it in minimum load. Seven grades must go on your transcript each semester. **Unsuccessful completion of a BYU correspondence course (or any other correspondence course) by the deadline listed below will be notated on your Galena transcript for any given semester (e.g. “U” mark).**
- **Signing up for BYU class:** when creating an account, *be sure to list GALENA HIGH SCHOOL at 3600 Butch Cassidy Way in Reno, NV, under “ACADEMIC INSTITUTION”.* This is the only way we can verify you are taking a course, and when you order the final exam, Galena’s counselors will only show up as proctors if you have listed our school. This also tells BYU to mail a transcript to Galena once the course is completed. For other programs, an official transcript must be sent to Galena upon course completion.
- **ONLY GALENA COUNSELORS CAN PROCTOR BYU FINAL EXAMS.** We must be the proctors in order to put the credit on the student’s Galena transcript; we do not allow outside proctors. We only proctor “pencil and paper” in-person final exams; we will not administer or proctor the “online” exam option. BYU may also remotely proctor the final exam.
- **See reverse side of this contract for additional BYU Correspondence course information**

### **DEADLINES:**

**Fall BYU / Other classes:** coursework must be finished in early NOVEMBER; the **final exam must be taken by NOVEMBER 30<sup>th</sup>.**

**Spring BYU / Other classes:** coursework must be finished in APRIL; the **final exam must be taken by APRIL 30<sup>th</sup>.**

*I understand Galena’s expectations, requirements and advisement regarding BYU Independent Study and other correspondence classes.*

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

- BYU Correspondence Course reminders (other programs are similar):
  - All lessons must be submitted before final exams can be ordered.
  - Lessons may take two weeks to be graded.
  - Sometimes students earn failing grades on lessons, so do not order final exam until you see all lessons are graded. You cannot ask to re-do any lesson once you have ordered the final exam.
  - Save copies of all lessons, all items submitted to BYU/other, all emails exchanged, etc.
  - Because BYU Independent Study/other programs get extremely busy at the end of the school year (e.g. spring semester) with thousands of students from every state trying to finish course work, all course work for graduation must be completed with BYU/other at least 4-5 weeks before graduation to ensure the transcript reaches Galena in plenty of time.
  - When requesting a BYU final exam at the end of your course, please note it can take 7-10 days with Standard Shipping for it to reach your Galena Counselor/proctor. Then you will have to coordinate a time with your Counselor to take that final exam OUTSIDE of class time at Galena (for example during an off-campus period). After mailing the final exam back, it can take a week for BYU to receive it, and another week for it to be graded, and then the transcript needs to be sent to Galena. PLAN AHEAD! Sometimes paying for FedEx Shipping one/both ways is necessary to meet deadlines.