



Robert McQueen High School

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BYU Independent Study Contract

How to get enrolled in a BYU class

1. Select a course from the catalog.
2. Confirm with your counselor that McQueen High School will accept the course credit.
3. Register for the course online through the BYU website <https://is.byu.edu/>
4. Access your course by using your BYU Net ID and password. If you have not yet created a BYU Net ID and password, click "Login" at the top of this page and then "Create an Account."
5. Allow McQueen High School access to your BYU class/course. It will ask (yes or no) if you allow records to be seen by an academic institution. You will mark YES and then type in the school. If you use the search, scroll down until you find McQueen High School. This will allow your counselor to monitor the course and for you to assign the proctor when ready for your final exam.
6. Become familiar with the course policies and deadlines outlined on the BYU IS website and any unique policies and requirements for your course listed in the course syllabus.
7. Study, complete, and submit all your course assignments.
8. You will need to directly arrange with BYU to have your final exam taken remotely-McQ counselors do not proctor BYU exams.
 - ❖ When you are in your account to order their final, there will be an option to use the online proctoring service called Examity. You should select this option. If you are having difficulty setting this up, you can call BYU directly (1-800-914-8931) and BYU will get you connected to use Examity for your final.
9. When you receive your notice of course completion via email forward the grade information to your counselor.

McQueen High School Contract Requirements

Since the BYU class is part of the McQueen High School academic load and appears on the schedule, **the BYU class must be completed and final taken prior to the last day of that same semester**. If the class is not completed within the semester the student was enrolled in the BYU class, the student will receive an "F" on their transcript.

- ❖ SENIORS: All BYU classes taken the second semester and needed for graduation must be completed by May 1st. Taking a class required for graduation from BYU in the spring semester could jeopardize your graduation if the class is not completed by the May 1st deadline. By signing below, you are indicating you understand the potential risk to my graduation status if I do not finish the class(es) by the designated deadline.

Please also note:

- ❖ NCAA does not accept all BYU correspondence courses. Pick carefully if you plan on registering with the NCAA.
- ❖ Check your college admission requirements before taking a correspondence course. Some higher education institutions do not accept online/correspondence courses.
- ❖ The student and the parent are responsible for this course and its completion and understand that enrollment in a BYU course does not guarantee the student's graduation.

I have read and understand this BYU Independent Study Contract and will abide by expectations, guidelines, and deadlines.

Student Signature _____ Parent Signature _____ Date _____