

STUDENT NAME: \_\_\_\_\_

ENROLLED COURSE \_\_\_\_\_

## 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 Reno 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 Reno 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 Reno 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-RHS 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.**
    - *The best browser to use with Examity is Chrome. Safari does not work and students need to check their pop up blocker so they can access the exam.*
  - **There are a handful of final exams that BYU does not administer online. If you are enrolled in one of these classes, you will need to arrange a proctoring appointment with TMCC. There is a \$30 charge. The link to request an appointment is <https://www.tmcc.edu/testing/tests-we-offer/test-proctoring-request>**

### RHS CONTRACT REQUIREMENTS

- If the BYU class is part of the Reno High School academic load (9<sup>th</sup>-11<sup>th</sup>: 7 classes on the schedule for a semester; 12<sup>th</sup>: 5-7 classes on the schedule per semester), **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 and final taken by the **Friday of the second week of May.** Taking a class required for graduation from BYU in the spring semester could jeopardize your graduation especially if the class is not completed by the May deadline. I understand the potential risk to my graduation status if I do not finish the class(es) by the designated deadline.
- It is student responsibility to confirm if the enrolled course is NCAA approved.
- 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 all accompanied fees as well as communication with BYU. Completion and 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 \_\_\_\_\_