

NCVPS QUICK REGISTRATION GUIDE

✓SCAN ME!



Would you prefer to see our how-to video guide? Scan the QR code to go to our *Registering for NCVPS Courses* video. Or follow this link if you're online:

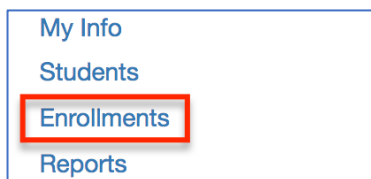
<https://youtu.be/S2LbsOt708?si=65Bo81RCzJ7NWBZN>

Continue with the print direction here:

✓LOG IN TO THE NCVPS REGISTRATION SYSTEM

at <https://registration.ncvps.org/>. Be sure to update the "My Info" section.

✓CLICK ON THE ENROLLMENTS BUTTON



✓SEARCH FOR COURSES

Use the search box to search for courses. You can also sort by clicking on "Course" or "Semester."

✓SELECT CORRECT SEMESTER & DURATION

Each course will have offerings for different semesters and different durations. We have fall, spring, summer, block, 9-week, and yearlong options. Be sure you choose the one you need.

✓CLICK ENROLL

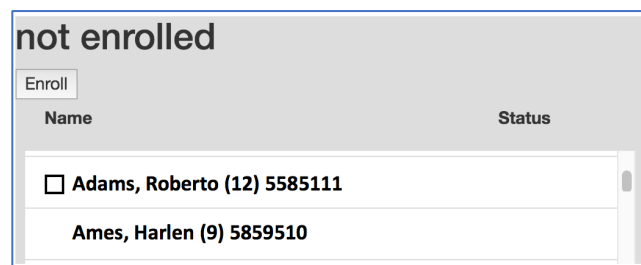
Click the "enroll" option next to the course that you want.

	Course	Semester	Section	Open	Enrolled	Max
enroll view	Accounting 1	Fall 2017	1	3	27	30
enroll view	Accounting 1	Fall 2017	2	3	27	30
enroll view	Accounting 1	Spring 2018	1	2	23	25

It might appear that you can pick a specific section, but the system will enroll the student in the first available opening.

✓TWO COLUMNS

After you click the "enroll" option, you will see two columns: "enrolled" and "not enrolled." The "enrolled" column will show students who are already enrolled in the course. Look in the "not enrolled" column to select students to register.



Click on the box next to the student's name. Then click the "Enroll" button at the top of the column.

If a student does not have a box next to his or her name, double click on the student's name. A box will open to add missing student information.

Phone *:	<input type="text"/>
Email *:	<input type="text"/>
IEP *:	<div>✓ yes no</div>
504 *:	
OCS *:	<input type="text"/>
LEP:	<input type="text"/>
<input type="button" value="Close"/> <input type="button" value="Save changes"/>	

Complete the required fields: Phone, Email, and then yes/no for IEP, 504, and OCS. (*Be sure to always use the student's email address and not your own.) Click "Save changes" and you will see the check box next to the student's name.

✓CHECK "YES" FOR IEP

If you select "yes" for IEP, you can then indicate what modifications the student has. This is the quickest and most secure method to share modifications with NCVPS teachers.

Edit Student Sheza Subhani

IEP *:	<div>yes</div>
EC Teacher/Case manager:	<input type="text" value="EC teacher name"/>
Phone number for EC Teacher/Case Manager:	<input type="text" value="9999999999"/>
Email for EC Teacher/Case Manager:	<input type="text" value="ECteacheremail@schoc"/>
Link to EC definitions	
Extended Time on Assignments	<input type="checkbox"/>
Extended Time on Assessments	<input type="checkbox"/>
Reduced assessment items/Scaled assessments	<input type="checkbox"/>
Preferential Seating	<input type="checkbox"/>
Hearing Impaired/Hearing Support	<input type="checkbox"/>
Visually Impaired/Visual Support	<input type="checkbox"/>

✓CHECK BOX AND CLICK ENROLL

not enrolled

Name	Status
<input type="checkbox"/> Adams, Roberto (12) 5585111	
<input checked="" type="checkbox"/> Ames, Harlen (9) 5859510	

✓ENROLLMENT STATUS

You will now see the student in the "enrolled" column.

enrolled

Late drop code:

Name	Status	Section
<input type="checkbox"/> Ames, Harlen (9) 5859510	enrollment pending	1

*Be sure to check the status. *Enrolled*, *enrollment pending*, and *enrollment in progress* all indicate the student has a seat in the course. *Waitlisted* means the student is waiting for a seat or new section to open. You will need to periodically check back to see if the student is enrolled.

Change In Custody

If a student has a change in custody, let us know! Our teachers need to be aware, and we will update the registration to reflect the new custody. Open a ticket with our [Virtual Support Center](#) to get started. In the ticket, include the following:

- Student's name
- Student's PowerSchool ID#
- School Name
- NCVirtual teacher names (if you know them)
- Provide the contact details of the custody change. Please be explicit in who our teachers should and should not contact.