

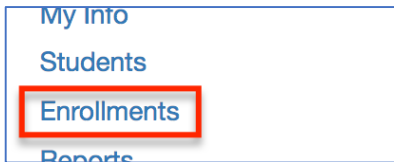
NCVPS QUICK REGISTRATION GUIDE FOR OCS & CO-TEACHING

Note: By registering students into the NCVPS OCS or Co-Taught Learning program, schools and their teachers are agreeing to teach the courses in the Blended Learning environment. See our OCS web page for complete details: <https://ncvps.org/ocs-blended-learning>. To enroll, follow the steps below.

✓LOG IN TO THE NCVPS REGISTRATION SYSTEM

at <https://registration.ncvps.org/>. Be sure to update the “My Info” section with your correct contact information.

✓CLICK ON THE ENROLLMENTS BUTTON



✓SELECT CORRECT SEMESTER & DURATION

Each course will have offerings for different semesters and different durations. For our co-taught courses, we have fall and spring block courses and a few yearlong options. We also have some Early Start options, as well. Be sure you select the one you need.

✓FIND THE “DYNAMIC” SECTION

For your first enrollment each semester in an OCS/Co-Taught course, you will need to initially register in the “Dynamic” section. Find the “Dynamic” section in the Teachers column. The Section column will be blank. The Dynamic section is often the last section listed for a course.

Semester	Department	Teachers	Section
Academic year 2016-2017	OCS-ENG	Woodard, Laura	Dynamic Richmond Nint
Academic year 2016-2017	OCS-ENG	Jenkins, Amy	Dynamic Charlotte Lear
Academic year 2016-2017	OCS-ENG	Dynamic	
Academic year 2016-2017	OCS-ENG	Richards, Ronald	Dynamic Haliwa-Saponi
Academic year 2016-2017	OCS-ENG	White, Hilda	Dynamic Mountain Islar

Once you enroll students into the “Dynamic” section, the system will create a section for your school, and you will then see your school’s name in the Section column. At that point, enroll any additional students for that course in the section identified by your school’s name.

✓CLICK ENROLL

Click the “enroll” option next to either the “Dynamic” section or the section labeled with your school’s name.

	Course	Semester	Department	Teachers
enroll view	Early Start: OCS American History 1	Academic year 2018-2019	OCS-SS	Miller, Jenn
enroll view	Early Start: OCS American History 1	Academic year 2018-2019	OCS-SS	Dynamic

✓IDENTIFY YOUR CO-TEACHER

Schools must identify who their classroom teacher will be. You will see the Teacher Identification screen when you initially enroll into an OCS or co-taught course each semester.

The course "Early Start: OCS American History 1" is a

Please enter or update information about the F2F teachers who will be teaching at RC School.

Teacher 1

F2F Teacher:

F2F Teacher Email:

F2F Teacher Primary Phone:

F2F Teacher Optional Phone:

F2F Teacher Completed NCVPS OCS Training?

(continued on next page)

☑TWO COLUMNS

After you click the “enroll” option and complete the Teacher Identification screen, 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.

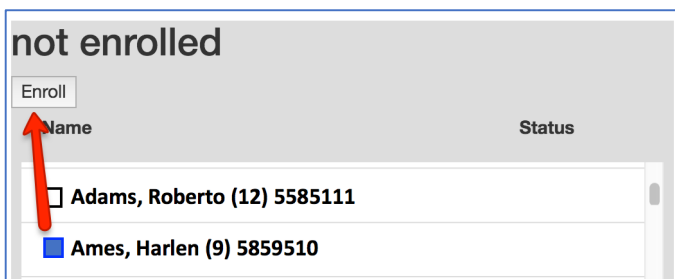


Click on the box next to the student’s name. Then click the “Enroll” button at the top of the column.

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.

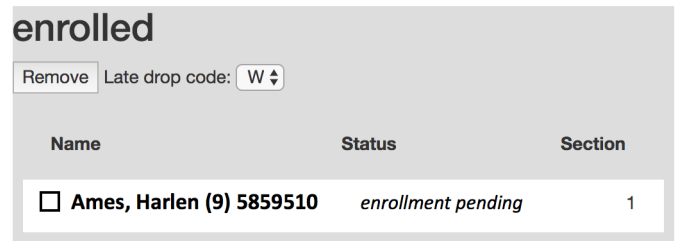
Complete the required fields: Phone, Email, and then yes/no for IEP, 504, and OCS. (*Be sure to always use the student’s email address and not your own.) Click “Save changes” and you will see the check box next to the student’s name.

☑CHECK BOX AND CLICK ENROLL



☑ENROLLMENT STATUS

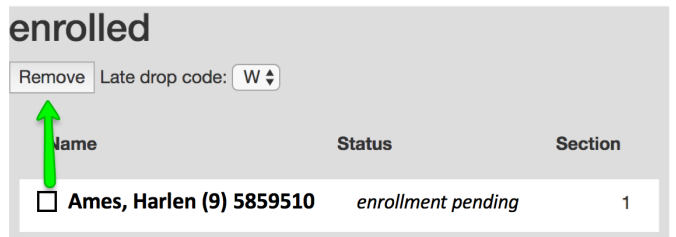
You will now see the student in the “enrolled” column.



*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.

☑DROPPING STUDENTS

The process is reversed to drop a student. Find the student in the “enrolled” column, check the box next to their name, and click the “Remove” button.



☑Waitlisted Students

Students Added to Waitlist for Co-Teaching Sections During Drop/Add Period

If your school created a co-teaching course section in the NCVPS registration system and didn’t enroll students by the first day of class, NCVPS staff changed the enrollment cap for the section to “0”. If you attempt to enroll students in the section during the Drop/Add period, you will receive the message “Student Name added to waitlist” as seen in the image below. In this situation, your students will be added to the waitlist. Your school's section will be re-opened as teacher capacity allows.

Kathy Barnes: added to waitlist

Manage student enrollments for 'OCS Financial Management Fall 2019'

Enrollments for this course/semester will cost \$349

Course is limited to students in grades

Course is blended. F2F Teacher Info is Brian Stephens ([modify](#))

Enrollment closes on: Sunday, June 28, 2020 at 12:43 PM

Last day to add students: Friday, January 10, 2020 at 11:59 PM

Last day to drop students: Monday, September 9, 2019 at 11:59 PM

Enrollments for: TEST SCHOOL B

enrolled

[Remove](#)

Name	Status	Section
<input type="checkbox"/> Barnes, Kathy () : kathy.barnes	waitlisted	

not enrolled

[Enroll](#)

Name	Status
, Deanna test for KB () : kathy.test	
, (DO NOT USE - Dup Record) () :	

Schools Creating Co-Teaching Course Sections After Drop/Add Period

The NCVPS registration system allows schools to create co-teaching course sections for the current semester after the drop/add period has ended. When this happens, you will receive the message “Student Name no room on waitlist” as seen in the image below. We would like to remind our partners that the creation of a section in the registration system does not imply or guarantee that NCVPS can accommodate additional enrollments. If your school needs to enroll students outside of the drop/add period, please submit a ticket via the Virtual Support Center. NCVPS staff will work with you to try to accommodate the enrollment request.

Kathy Barnes: no room on waitlist

Manage student enrollments for 'Early Start: OCS Applied Science Academic year 2019-2020'

Enrollments for this course/semester will cost \$438

Course is limited to students in grades

Course is an early schedule course

Course is blended. F2F Teacher Info is kathy barnes ([modify](#))

Enrollment closes on: Sunday, June 28, 2020 at 12:48 PM

Last day to add students: Friday, May 8, 2020 at 11:59 PM

Last day to drop students: Friday, August 23, 2019 at 11:59 PM

Enrollments for: TEST SCHOOL B

enrolled

[Remove](#) Late drop code:

Name	Status	Section
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not enrolled

[Enroll](#)

Name	Status
, Deanna test for KB () : kathy.test	
, (DO NOT USE - Dup Record) () :	
<input checked="" type="checkbox"/> Barnes, Kathy () : kathy.barnes	