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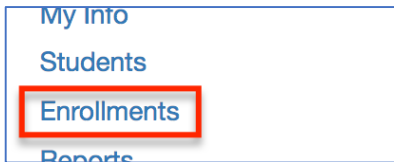
☑ **SELECT CORRECT SEMESTER & DURATION**
Each course will have offerings for different semesters and different durations. For our co-taught courses, we have fall and spring block courses and a few yearlong options. We also have some Early Start options, as well. Be sure you select the one you need.

☑ **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.

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.

☑ **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.

(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.
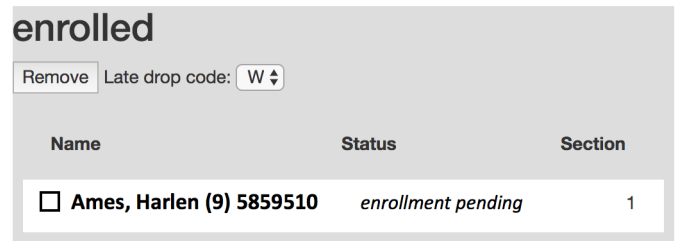

Complete the required fields: Phone, Email, and then yes/no for IEP, 504, and OCS. (*Be sure to always use the student's email address and not your own.) Click "Save changes" and you will see the check box next to the student's name.

☑CHECK BOX AND CLICK ENROLL
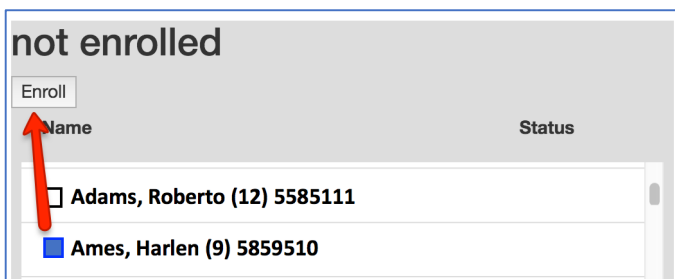
☑ENROLLMENT STATUS

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.
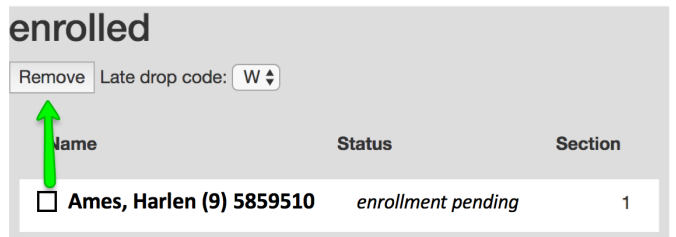
☑Waitlisted Students

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.

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.