

A+ Course Process

PLEASE READ CAREFULLY

You are responsible to know this information

1 – Meet with your counselor first & fill out Make-Up Credit Registration form

- Stop by the counseling center before or after school to make an appointment with your counselor – or send your counselor an email requesting an appointment to register for a packet.
- Make sure you receive the A+ instruction sheet from your counselor.
- **Read and Follow all instructions**

2 – Pay for the A+ course in the main office

- Turn in the white copy of the registration form with the receipt in the main office.
- Keep the yellow copy of the registration form.
- Students **must pay** for the A+ Course(s) and any A+ fees **before the grade(s) is recorded**

3 – Log on to the A+ System. Allow 5 days for the course(s) to be activated in the A+ system – if you cannot log on, try back in a day or two.

- <http://alswerver.chills.jordan.k12.ut.us/main/index.html> or;
- Log on to the CHHS Website www.copperhillshigh.org and select “makeup Credit” from the “Counseling” drop down menu under “school information”
 - click on the “Check Browser Settings” to make sure your computer will run A+
 - Click on “Browser Playback” to log on

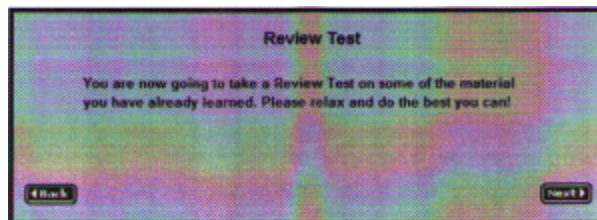
4 – Complete all course work

- **All Language Arts Require Essays - type the essay in a word processor**, save the file, copy the text, click the essay button, and paste the text.
 - Complete the essay as you work through the course – You will not be able to go back and access the essays after completing a section
 - **If you do not complete the essays** or do not complete them with high enough scores, you **will not pass the Language Arts course**. You may pay a \$16.00 fee in the main office for a paper copy of the essay prompts and redo the essay portion of your course.

- **Lifetime Fitness & Health require assignments in addition to online work** – meet with Megan Butler to complete these.

5 – **The Final exam MUST be taken at CHHS with a proctor.**

- Take the exam before school in the Career Center with Mrs. Butler or Mr. Seaman Monday, Tuesday, Wednesday, or Thursday mornings and Friday mornings in the media center.
- The Final Exam is the last assignment – titled:course quarter Final – This must be taken at CHHS. **DO NOT COMPLETE THIS AT HOME.**
 - After you select this assignment and click next, you will see the following screen:



- **Even though the word Review is used, this is the final exam. DO NOT click *next* unless you are testing with an A+ proctor at CHHS.**
- You cannot take the final exam until you have completed all of the other course work.
- The final exam must be taken by the expiration date noted on the registration form – not from the date you paid for the packet.
- The course must be completed within 10 weeks after the date the registration form was filled out – including the final exam.
 - You may take the final a second time if you do not pass with a 70% on the first exam.
 - The final Exam retake must be completed within one week of the expiration date on the form.
 - Be sure to review the past assignments before retaking the final exam.
 - If you need a third attempt to pass the final, you may pay a \$16.00 fee for one more retake opportunity.

6 – If you experience technical difficulties, contact Mr. Nielson at christopher.nielson@jordandistrict.org

7 – If you have other questions concerning A+, contact Kris Strong at kristin.strong@jordandistrict.org

8 -No packets will be sold after April 19, 2013.

- All packets purchased after March 12, 2013, must be completed by Friday, May 10, 2013.
- The last day for retakes on A+ Finals will be Friday, May 17, 2013.
- **NO FINALS WILL BE ALLOWED AFTER THIS DATE.**

IMPORTANT NOTES:

- The grade for your makeup packet will not be posted if Mrs. Strong does not have a copy of your receipt for the packet and any fees due.
- The grade for your lifetime fitness and health courses will not be posted if Mrs. Strong does not have a note from Mrs. Megan Butler stating that you have successfully completed the additional work required.
- If you have not passed the final exam with a score of at least 70% after 3 attempts, see Mrs. Strong in the attendance office or see your counselor.
- All students are removed from all A+ courses at the end of the school year whether the packets are completed or not. If you do not complete your A+ course work by May 17, 2013, you will need to repurchase and begin the packet again during the summer or during the next school year.
- If you do not complete the A+ course(s) by the expiration date noted on the registration form, you may be removed from the course(s) and receive an NG in the course(s). You will need to repurchase and complete the course within the 10 week time requirement.
- If there are any questions regarding a student's work, the A+ record will be the final word on work completed, scores, and dates.