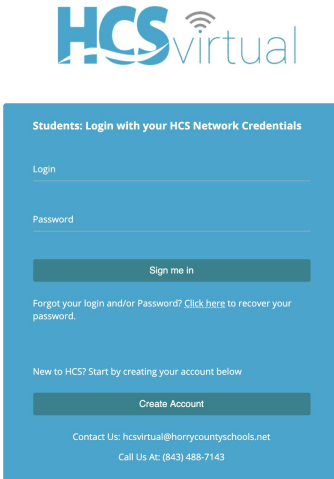


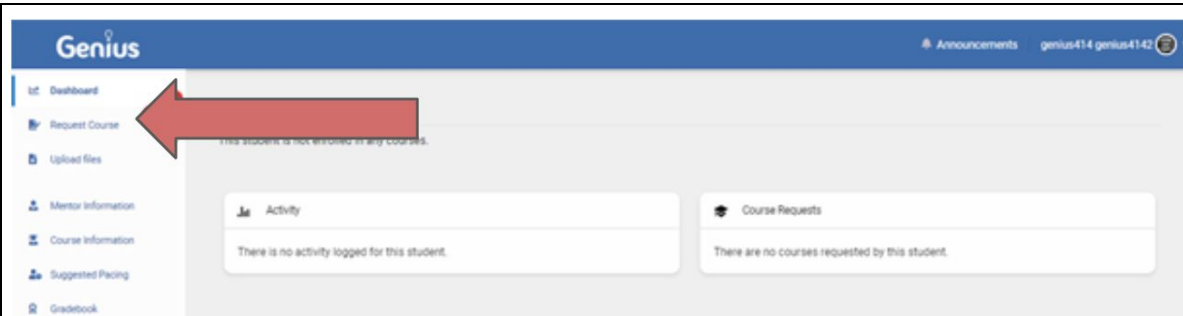
Requesting a HCS Virtual Flex Course

- Visit the Horry County Schools, HCS Virtual FLEX registration page: <https://hcsvirtual.geniussis.com/PublicWelcome.aspx>. All HCS Students have an existing account and will login using their **HCS Network Credentials**. New to HCS? Click on **"Create Account"**.



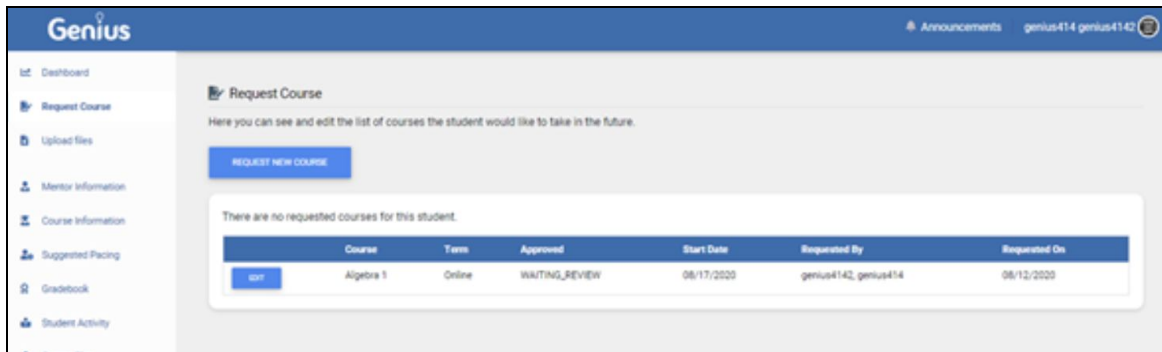
The screenshot shows the login page for HCS virtual. At the top left is the HCS virtual logo. Below it, the text reads "Students: Login with your HCS Network Credentials". There are two input fields: "Login" and "Password". Below these fields is a "Sign me In" button. Underneath the button, there is a link: "Forgot your login and/or Password? Click here to recover your password." At the bottom of the form, there is a "Create Account" button. Below the button, contact information is provided: "Contact Us: hcsvirtual@horrycountyschools.net" and "Call Us At: (843) 488-7143".

- Next, on the left side of the screen, click on **"Request Course"**.



The screenshot shows the Genius dashboard interface. At the top left is the "Genius" logo. In the top right corner, there are "Announcements" and a user profile for "genius414 genius4143". On the left side, there is a navigation menu with several items: "Dashboard", "Request Course", "Upload files", "Mentor Information", "Course Information", "Suggested Pacing", and "Gradebook". A red arrow points to the "Request Course" item in the menu. The main content area shows a message: "This student is not enrolled in any courses." Below this message are two panels: "Activity" and "Course Requests". The "Activity" panel contains the text "There is no activity logged for this student." The "Course Requests" panel contains the text "There are no courses requested by this student."

→ Click on “**Request New Course**” and then select the **term**, the **course**, and the **start date**. Then click “**Save**”. You will see a confirmation of the course request.



→ Finally, you will receive an email with a confirmation of the requested course, and a link to the **Course Request Agreement Form**. Please, **sign and return** the agreement to your school-based counselor. Your course cannot be approved until your counselor has this completed form .

HCS Virtual Course Request Agreement
(Required for all online initial credit and credit recovery courses)

IMPORTANT NOTE: Completed and signed agreement must be returned to the school guidance counselor prior to the approval of the student course request and must be returned to student file at the physical school.

Student Name: _____ Proposed Start Date: _____ Expected End Date: _____
 Course(s) Requested: _____ Course Provider: _____

Important: Online courses are available to all HCS students, but it is important for students as well as parents/guardians to have a clear understanding of what is involved in online instruction and what it takes to be successful in an online course. Students should be highly motivated, good readers, technology proficient, self-disciplined, and well-organized. Students and parents/guardians are advised to meet with school guidance counselors to discuss online learning expectations and requirements in-depth prior to course enrollment.

STUDENT COMMITMENT - As a student enrolled in HCS Virtual you have made a strong commitment to perform in order to achieve academic success. Specifically, you are agreeing to the following:

1. I will abide by the district's most current Internet Safety and Acceptable Use Policy (http://www.kennettcountyschools.net/about_us/about_of_education/district_policies/) and the HCS Virtual Academic Integrity Policy. I completely understand that HCS Virtual expects a full commitment to HCS Virtual Academic Integrity Policy (outlined on page 2 of this agreement) and the appropriate internet use from each student. I further understand that if an instructor confirms that I have violated this Academic Integrity Policy, I will be subject to the consequences articulated in the policy, and may be removed from the course with a failing grade. The HCS Virtual Academic Integrity Policy is printed in its entirety on Page 2 of this agreement. Students should read carefully and retain for their reference.
2. If my course has a pacing calendar, I will check the calendar at the start of each week to establish where I need to be by the end of a week. If my course is self-paced, I will abide by my time efficiently to complete the course no later than the established end date. I understand lessons must be completed and submitted at least weekly. I will complete all assignments according to established guidelines and dates. I understand falling behind pace and/or course capacity for one day may result in my course being administratively dropped from my course, possibly with a grade penalty and no opportunity for re-enrollment.
3. I will log in, submit with the content, activities and assignments, and check email daily. The length of time I may need to spend at each log-in will vary with what I need to accomplish on that day or session. I understand that it is much easier to "keep up" than to "make up" assignments.
4. I understand that all lessons and exams must be completed by a specified date each semester for courses to be posted to my transcript. I understand that it is my responsibility to discuss this date with my school guidance counselor.
5. I will check e-mail daily for correspondence regarding the course and contact my instructor immediately if I have questions.
6. I understand that the SC Uniform Grading Policy applies to all online courses.
7. I will make arrangements with my school to take the EOCE for courses as required by the South Carolina Department of Education. The EOCE exam will count 20% of my final grade.
8. I will make arrangements with my school to have my exams administered in a proctored environment.

PARENT COMMITMENT - By signing below you are giving your child permission to enroll in HCS Virtual. You are agreeing to the following:
 If my student will be accessing their online course outside of the traditional school day, I will ensure my student has access to the Internet either at home or through a public institution (i.e. school or public library). I understand that hardware problems and/or computer virus problems are not the responsibility of the school district. I will ensure that the teacher is notified if a virus or other problem exists on the home computer.

Student Signature: _____ Date: _____
 Parent Signature: _____ Date: _____
 Counselor Signature: _____ Date: _____