



MISSISSIPPI STATE UNIVERSITY™ EXTENSION

Center for Continuing Education

HIGH SCHOOL ONLINE-COURSE REQUEST FORM

ALL information is required

Date _____

Student's Legal Name _____

Last

First

Middle

Student's Last Four of Social Security Number _____

Student's Date of Birth (Month/Day/Year) _____ Gender M / F

Students' Current Address

Street

City _____ State _____ Zip Code _____

Is the student a senior? Please circle one. Yes No

Student's Email Address _____

Student's Phone Number _____

Name of Parent/Legal Guardian _____

Parent's Email Address _____

Parent's Phone Number _____

Mailing Address (if different from above)

Street

City _____ State _____ Zip Code _____

Course Name(1/2 credit =\$175 1 credit =\$325)	Course Cost
	Total Cost \$ _____

Proctor/Supervisor Information

The CCE office will contact the proctor to submit a Proctor/Supervisor Request Form, which will be delivered via email or fax.

Proctor's Name _____ Title/Position _____

Phone Number _____ Fax Number _____

Email Address _____

School or Organization's Name _____

Street _____

City _____

State _____

Zip Code _____

Prerequisites

The MSU High School Online office is not responsible for determining if pre-requisites have been met prior to taking a course. It is the student's responsibility to work with their high school counselor prior to enrollment to determine if he/she is eligible to earn credit for a course. No refunds will be issued outside of the refund policy due to prerequisites not being met prior to enrollment.

Please visit <http://ce.extension.msstate.edu/programs/high-school-online> for all program information.

***The undersigned certify that all information is correct and understand all policies set forth by the Mississippi State University High School Online Program.**

Student Signature

Date

Parent/Guardian Signature

Date

Approved:

Date

Program Coordinator, MSU Center for Continuing Education
Erw8@msstate.edu

PO Box 5441 Mississippi State, MS 39762 ce.extension.msstate.edu Phone 662.325.5268 Fax 662.325.2702

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.



MISSISSIPPI STATE UNIVERSITY™

CENTER FOR CONTINUING EDUCATION

HIGH SCHOOL PROGRAM POLICIES

It is the responsibility of the student/counselor to ensure that a student is eligible to take a course. The MSU High School Online office is not responsible for determining if pre-requisites have been met prior to taking a course. It is the student's responsibility to work with their high school counselor prior to enrollment to determine if he/she is eligible to earn credit for a course and if the school will accept the course for credit.

Course Enrollment Timelines

All courses have a 30 day minimum for completion.

Half (1/2) credit courses must be completed within six months of the student gaining access to the course.

One (1) credit courses must be completed within one year of the student gaining access to the course.

NOTE *All courses needed to meet graduation requirements for the current school year MUST be completed by April 1. This deadline ensures all documentation arrives at the school in time for graduation. This deadline does not apply if the student is not graduating during the current school year.

Fees and Payment

Once all forms are completed and received, the student will receive information via email to make a payment electronically. The MSU High School Online office will not accept any payments in the form of cash or check.

The fee for a half (1/2) credit course is \$175.

The fee for a full credit (1) course is \$325.

Course Extensions are \$85.

All course refunds are issued using the following guidelines:

Full (100%) refunds are ONLY issued within five (5) business days of payment being received. Refunds will be issued using the same method that payment was made. The only exception is payments made using cash; MSU does not issue cash refunds but will be happy to send a check for reimbursement.

Fifty percent (50%) refunds will be issued within 15 days of a complete registration. A registration is considered complete when all needed documentation and paperwork has been received by the High School Online office, and the student gains access to the online course.

No refunds will be issued outside of the refund policy due to prerequisites not being met prior to enrollment

No refunds will be issued after 15 days of a student gaining access to a course.

Course Extensions

Students may extend their enrollment in a course for an additional six months by submitting a **Course**

Extension Request with payment to the High School Online office within 15 days of course expiration.

The fee for a course extension is \$85. The new course deadline date will be calculated from the actual expiration date of the original enrollment.

Changing Courses

If a student wishes to change their course enrollment to another course, they must be dropped from the original course according to the refund policy and register in the appropriate class at the full registration fee.

Text Book

It is the responsibility of the student obtain the textbook that will be used for the course. The Center for Continuing Education will not issue any textbooks.

Academic Integrity

Students must adhere to the MSU Honor Code: <http://www.honorcode.msstate.edu/pdf/honor-code.pdf>

Grading

All exam and assignment grades are issued numerically. MSU High School Online does not issue letter grades.

Course assignments will be graded by course instructors in a timely manner (5 - 7 days); however, students should expect a delay in grading times during holidays.

Final Grades

A final numerical grade will be sent to the school upon completion of the course and schools will assign the equivalent letter grade based on their own grading scale.

Transcripts

The Center for Continuing Education will not issue any transcripts. Upon completion of a course, students will receive a completion letter with a numeric grade. Schools will only receive official documentation of the student's final grade after the course is completed. The school will issue the letter grade and the credit.

Proctors

All tests taken by students enrolled in the MSU High School Online program must be proctored by an approved proctor and/or at an approved testing facility. All proctors must be approved before access to a course is granted.

The most acceptable choice for a proctor is the counselor or principal at the student's school. A relative cannot serve as a proctor.

When a student is ready to take an exam, the exam proctor will contact the High School Online Office via email to obtain a password for the exam.

Please sign and return the following Signature/Confirmation page.

PO Box 5441 Mississippi State, MS 39762 ce.extension.msstate.edu Phone 662.325-5268 Fax 662.325.2702

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

MSU High School Online Signature/Confirmation Page

Student Name: _____

Course Name: _____

Date of Enrollment: _____

On my honor, as a student in Mississippi State University's High School Online program, I will neither give nor receive unauthorized assistance on any academic work.

Student Signature: _____ Date: _____

By signing below, I verify that I have received and read the following documents from the High School Online office: Course Syllabus, Policies, and High School Online Program Information/Policies (available online).

Student Signature: _____

Student Email Address: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Email Address: _____

By signing below, I verify that I have received and read the following documents from the High School Online office: Course Syllabus and High School Online Program Information/Policies (available online). It is my responsibility to ensure that any classes taken will be accepted by the school for credit.

Counselor Name: _____

Counselor Signature: _____

Counselor Email Address: _____

Date: _____

By signing below, I verify that I will monitor testing for the student in the school setting. I will not share any test codes with the student and understand that any deliberate misstatement of fact may result in the student's dismissal from the Mississippi State High School Online course with a grade of "0" being assigned for any and all courses-past and present-in which examinations were taken under such misstatement.

Proctor Name: _____

Proctor Signature: _____

Proctor Email Address: _____

Date: _____