**Online Acceleration courses through Virtual Virginia**

HCPS students can enroll in either Virtual Virginia Summer Cohorts. **HCPS students can take a total of 2 courses (max) during the summer.** These courses can be taken one course per cohort/term.

**Summer Cohort 1**

* Registration Window: March 1—June 4, 2024
* Instruction: June 3—July 12, 2024

**Summer Cohort 2**

* Registration Window: March 1—June 18, 2024
* Instruction: June 17—July 26, 2024

**Enrollment Fee:** $375 per person, per course.

* Enrollment fees must be paid at the time of course registration and must be made using a Visa, MasterCard, or Discover card. If a student’s summer session enrollment fee is not paid **by noon on the individual cohort start date,** the student will be administratively withdrawn from the course(s) by Virtual Virginia.

Current HCPS Students who are interested in enrolling in acceleration courses through Virtual Virginia should contact your school’s Registrar to assist with the registration process.

**Withdrawal Information**

Withdrawal from a Virtual Virginia Summer Session course must be submitted by the enrolling school who registered the student to Virtual Virginia. HCPS parents must submit the request to withdraw their student, in writing, to their student’s HCPS School Counseling Office.

| **Term** | **Withdrawal Deadline (by 10:00 a.m.)** |
| --- | --- |
| Cohort 1 | Tuesday, June 4, 2024\*\* Please note: Virtual Virginia’s deadline is June 6, but HCPS must submit the request and complete the withdrawal process to Virtual Virginia on behalf of the student. |
| Cohort 2 | Tuesday, June 18, 2024\*\* Please Note: Virtual Virginia's deadline date is June 20, but HCPS must submit the request and complete the withdrawal process to Virtual Virginia on behalf of the student. |

No refunds will be issued for enrollments withdrawn after the corresponding dates above. Students who are withdrawn after those dates will have the withdraw grade (WP – Withdraw Passing or WF – Withdraw Failing) reflected on their HCPS transcript.

**Enrollment Information**

Who: Self-motivated and task-driven students in rising 7th-8th grade who are driven to spend 4-6 hours per day working online may register to take one of the following courses for acceleration:

* Spanish I\*
* French I\*

*\*Course offerings may vary by schools based on a variety of factors.  Please reach out to your School Counseling Department for details.*

Self-motivated and task-driven students in rising 9-12th grade who have met prerequisites and are driven to spend 4-6 hours per day working online may register to take one of the following courses for acceleration:

**Summer Cohort 1:**

* Algebra I
* Algebra II
* Earth Science
* Economics and Personal Finance
* English 12
* Geometry
* Health and P.E. 9 (not driver education)
* Health and P.E. 10 (not driver education)
* Virginia and U.S. History
* Virginia and U.S. Government

 **Summer Cohort 2:**

* Algebra I
* Algebra II
* Biology II: Anatomy and Physiology
* Biology II: Ecology
* Earth Science I
* Earth Science II: Oceanography
* Economics and Personal Finance
* English 12
* French I
* French II
* French III
* Geometry
* Health and P.E. 9 (not driver’s education)
* Health and P.E. 10 (not driver’s education)
* Pre-Calculus (honors)
* Spanish I
* Spanish II
* Spanish III
* Spanish IV (honors)
* Virginia and U.S. Government
* Virginia and U.S. History
* World History and Geography to 1500 AD

Any courses not listed above will need approval by Content Specialists prior to enrollment.

**VIRTUAL VIRGINIA HCPS INSTRUCTIONS:**

Prior to account creation, confirm the email address the parent wants to use for the VVA account. Students should use their HCPS email account.

**Create a student account in GENIUS – the parent auditor account is created at the time the student account is created.**

**Basic Information**

* Click Students tab
* Click Add Student button
* Enter First name
* Enter Last name
* Enter student STI# (located in PowerSchool under general demographics tab, listed as EIMS, right under student ID#)
* Enter student’s HCPS email address (available in PowerSchool – under Access accounts – beginning part of email listed. You will have to add the @henricostudents.org when entering into VVA.
* Enter phone number
* Choose your school from the Affiliation dropdown menu

**Academic**

* Choose appropriate choice for accommodations, add disability in comment section if has an IEP (click on EE next to name in PowerSchool for disability i.e., OHI, SLD, etc.). If they have a 504, just put 504 in the comment section.

**Guardians**

* Enter parent last name
* Enter parent first name
* Enter parent email address
* Enter parent phone number
* Click save (confirmation that the account was created will display at the bottom of page)

**Create Mentor Account**

* Click Mentors tab
* Click Add mentor
* Enter parent first name
* Enter parent last name
* Enter parent email (same email as entered on the student page)
* Choose “Other” from the Position dropdown menu
* Click Save

**Enroll student in GENIUS**

* Click the Students tab
* Click the name of the student you wish to enroll
* Click Enroll in section
* Click the Student's Virtual Virginia Enrollment Status dropdown to select: Part-time
* Click the Type dropdown to select: Summer Session 2023-Cohort 1 or 2
* Click the Course dropdown to choose course
* Click Mentor dropdown – Choose parent’s name
* Click start date from dropdown
* Click the checkbox(s)
* Click Enroll

**Select Payment Method**

* Click on the My Genius tab
* Click on the Payment Queue
* Check box next to student listed
* Click Select Payment Method
* Select To be paid by student, from the dropdown menu

\*At this point an email will be sent to the parent with a subject line of “Parent Auditor Account Created”. This will include instructions on how to make payments. For your reference use the attached document.

**Student login information**

* Click on the Affiliations tab
* Click on your school
* Click on Students in the left menu bar
* Find student, send them their username and password

**Here are links to step-by-step instructions posted on the Virtual Virginia website**:

* [Virtual Virginia Summer Session Handbook](https://docs.google.com/document/u/1/d/e/2PACX-1vSz6Dd2OGTPVQt00ST7odg6i4j7bJ2n6aPid3qxxKmy4ZAJC5LSgWacOchwJT5tiIV7M5IRjE01BAUd/pub)
* [How to create a Student Account](https://virtualvirginia.org/article/how-to-create-a-student-account/)
* [How to create multiple student accounts in bulk](https://virtualvirginia.org/article/how-to-create-student-accounts-in-bulk/)
* [Student Login Instructions](https://virtualvirginia.org/article/login-instructions/)
* [How to Enroll a Student in a Course](https://virtualvirginia.org/article/how-to-enroll-a-student-in-a-course/)
* [How to create a Mentor Account](https://virtualvirginia.org/article/how-to-create-a-mentor-account/)
* [How to assign a different Mentor to a student](https://virtualvirginia.org/article/how-to-assign-a-different-mentor-to-a-student/)
* [How to create a Parent/Guardian Auditor Account](https://virtualvirginia.org/article/how-to-create-a-parent-guardian-auditor-account/)

**Technology Support**

The **VVA Support** team operates free technology support for students and local school personnel to use for assistance with any technology issues related to VVA courses.

* VVA Support Hours: **8 a.m. to 4 p.m. (M–F)**
* Phone (toll-free): **866-650-0027**
* Email: ***support@virtualva.org***

When contacting VVA Support, it is important to have the following information available:

* Full course name (this can be found in the Academic Snapshot in the VVA Genius student information system)
* Name of the tool/area affected (modules, quizzes, etc.)
* Information about your web browser (name and version)
* Information about your operating system (name and version)
* Detailed description of the problem (i.e., assignment, grade item, content links/topics)
* Username(s) of student(s) experiencing the issue
* Screenshots (extremely helpful)

A VVA Support representative will respond based on the severity of the student issues. The timeframes listed below are suggested response times; it may take longer to implement a resolution.

|  | **DESCRIPTION** | **PREFERRED CONTACT METHOD** | **RESPONSE TIMES** |
| --- | --- | --- | --- |
| **URGENT** | Outage or significant impact threatening students’ productivity; very difficult to work around; system is unusable | Phone | Immediate |
| **IMPORTANT** | Problem impact is high; productivity is proceeding but in an impaired fashion; workarounds are available | Phone or email | 4–24 hours |
| **NON-URGENT** | Issue does not have an impact on productivity; examples include enhancements, usage questions, and cosmetic problems | Email | Within 24 hours |

Any questions related to VVA enrollment or other program information should be directed to the VVA main office at ***main.office@virtualva.org***.