



PROCEDURES FOR ENROLLMENT IN VirtualSC PROGRAM Account Setup / Login Instructions

All students must see their school counselor prior to enrolling in a VirtualSC class. After counselor approval you must create a VirtualSC one-time account. Your username and password will be sent via your school email address entered when creating your account. After receiving your username and password you will need to request the course your guidance counselor approved. Course Request is date driven according to your grade level and listed under Registration Dates and Deadlines on the VirtualSC website. If you need assistance, please visit VirtualSC.org. Under the student tab, tutorials are listed on how to create an account, how to request a course etc... In addition, you may email the help email for VirtualSC at virtualsc@ed.sc.gov

It is strongly suggested that parents/guardians set up a Parent/Guardian account with VirtualSC. The instructions are under the Parent Tab on the VirtualSC website. Setting up this account will allow parents to receive messages from VirtualSC teachers regarding student grades and work.

Step 1:

After school counselor approval; go to Virtualsc.org. The website provides an instructional video for each of the steps involved in setting up an account, requesting a course, how to access your class, how to navigate your class and how to drop a class.

IMPORTANT INFORMATION: After completing your account, your username and password will be emailed to your school email and that is why you need to enter that email in your account set up. Print or save username, password and account ID#. Username, password and account ID # is required when creating a parental account. This is your permanent VirtualSC username and password and will be used each time you log in to your account and access your class. It is extremely important to keep this information for easy access. Complete the information requested and on the drop-down menu for "Guidance Counselor", click "Wendy Oates" (This is the only name that will appear).

Step 2:

View the Registration Dates and Deadlines on the VirtualSC website located under Student Tab. You may request a course only during the time when enrollment opens per your class level.

Step 3:

Request the class during the specified dates per your grade level. You must request the class that your school counselor has approved. Course request will expire after 72 hours, it is important to inform your counselor of when you request your course.

Step 4:

Once you have requested a course, it is your responsibility to log in to your account daily to check your status of being scheduled in the approved course.

IMPORTANT FACTS:

1. On or before the day that your virtual class is scheduled to begin, check your account under “Messages” and also check your email. Please review the tutorial on how to access your class. Your virtual teacher will send you a message activating the class and giving you instructions on what to do to get started.
2. There are no guarantees that you will be placed in a class; VirtualSC provides courses to the entire state of South Carolina students. VirtualSC operates on a first come, first serve basis serving juniors and seniors first. It is extremely important to pay attention to the dates posted on the Registration Dates and Deadlines. You have a better chance of being placed in a class if you are one of the first to request it and inform your counselor of your request. Remember, there are no guarantees of being placed in a class.
3. You may create your account at any time. We suggest that you create your account the day you sign up for the class with your counselor. After creating your account, you will be emailed a username and password. The username and password will be used for the following and it is extremely important to save them in a secure location.
 - Requesting classes,
 - Checking your status
 - Logging into your class, after you have been assigned a teacher
 - Logging into your final exam
 - VirtualSC provides a specific time when classes can be requested. The dates are listed under course information on the Dates and Deadlines tab on the VirtualSC website.
4. Students who wish to drop a course must enter the drop for approval; the process is included in the tutorials and is date driven; see Dates and Deadlines for drops without penalty.
5. The VirtualSC Technology Assessment (located in Student Portal/Student Checklist) is a tool used to gauge whether a student is ready to take a class online.
6. You must own or have access to a computer that meets the requirements of hardware and software that are specified on website.
7. Credit Recovery courses are offered to high school students. See Dates and Deadlines for start dates.
8. Students must see their school counselor for all details pertaining to final exams.