



Beginning of Term Instructions

Dear Student,

Thank you for registering for an online class with Gwinnett Online Campus. Your online course registration has been forwarded to your high school counselor for approval. If your counselor recommends another course it will be reflected in your MyPaymentPlus View History/online payment history.

Pacing

- To successfully meet course requirements students should plan to spend 1-2 hours M-F for each course. Courses can be accessed 24 hours a day 7 days a week.

Communication

- All students should plan to attend a face to face orientation at 3:30pm the first day of class at our GOC campus.
- Students will receive an email at the address associated with your MpP account with specific login instructions.
- GOC students are issued a @gocowls.com email address. All email correspondence from GOC will be sent to this address. Students will use their firstname.lastnameXX (XX is the last two digits of the student number) for their user name and GCPS student ID number for their password to access their email. More information can be found through the "Logins" section of our website.
- Students are expected to check their email daily for important information.

Course Login

- Students will access their online course beginning on the Friday before classes are scheduled to begin through the "Logins" box on our website www.gwinnettonlinecampus.com.
- Students will use their GCPS student ID number for both their username and password. Once logged in, students will see their online course listed in the pull-down menu at the top of the page.
- The schedule of CLASS sessions for your specific course can be found on the course home page.
- Course content can be found by clicking on the "Content" link on the course home page.

Special Requirements

- All Online classes require a face-to-face EOCT or a final exam at our GOC campus. The testing schedule with the specific times for each course will be posted on our website and on the student's course home page.
- Students are required to bring a Photo ID to all face to face testing.
- The Online **Introduction to Lifetime Fitness (PE)** course requires an additional face-to-face Pre-Fitness Test and equipment pick-up on the **second day of class**, at 3:30pm at our GOC campus.
- **All online science courses** also require face-to-face science labs. Science labs will take place on Tuesdays on a rotating schedule. The specific date and time for each science lab will be posted in the student's course and on the "Calendar" tab on our website.
- The following courses require materials pickup on the first day of class between 8:30am-4:30pm (**World History, U.S. History, Law, Psychology, Sociology, Introduction to Digital Technology, Business Communication and Presentation S1 and S2**).
- **If a student has a 504 plan, it is their responsibility to fax a copy of this plan to the GOC Main Office (770) 326-8064 no later than the week before class begins.**
- Refunds will be issued up until the posted first day of class. To request a refund click on the Request a Refund link under the Supplemental Program area on our website.

If you have any questions or concerns not addressed in this email or on our website, please email us at gwinnettonline@gwinnett.k12.ga.us.