



### **Off Campus High School ACCESS Checklist**

(<http://www.elearn.wvu.edu/Courses/access/index.html>) All Registration Questions should be referred to Cheryl Crowley ([cheryl.crowley@mail.wvu.edu](mailto:cheryl.crowley@mail.wvu.edu) or 304-627-2190)

- 1. At least one semester prior to course, identify students who meet the criteria for placement testing (Math requires a "c" or better in Algebra I, II and Geometry in addition to the 3.0 GPA. see requirements at: <http://www.elearn.wvu.edu/Courses/access/index.html>)
- 2. At least one semester prior to beginning of course, make arrangements with Dr. Pyzdrowski or representative, to administer Math Placement Test. Placement tests must be scheduled by the end of October in the fall and by mid-April in the spring. Questions should be directed to ([lpyzdrow@math.wvu.edu](mailto:lpyzdrow@math.wvu.edu)). Provide student list per Dr. Pyzdrowski's requirements.
- 3. At test time, or shortly thereafter, provide copies of **student transcripts** to Math Department and deliver or send to: Dr. Pyzdrowski, Dept. of Mathematics, 411 Armstrong Hall, Morgantown, WV 26506. This is to confirm that students meet the criteria.
- 4. If a student misses the designated placement test date at their school, they will need to take the make -up test in Morgantown.
- 5. Once test is graded with a Pass, and student meets Math criteria, download HS ACCESS registration form from website. **Students do not pay \$25.00 WVU application fee with this form. The cost of the course at this time is \$60.00/credit hour.**
- 6. Provide students with the **Course Registration Number**, and correct Math number for Registration information. This number is critical if students request to be dropped.
- 7. Collect all student registration forms, check to make sure each one includes: student signature, parent signature, and guidance counselor with GPA listed.
- 8. Send class registration forms to address on form: WVU Extended Learning, PO Box 6800, Morgantown, WV 26506 Att: Cheryl Crowley
- 9. Please include teacher name, email and telephone number with bundle in case of questions.
- 10. If a facilitator has students who need to be dropped from the course, please send an email from the teacher with the students name, school and WVU ID to Cheryl Crowley. Please include a reason for the drop in the email because this determines whether a student receives a full or partial refund or no refund.