



# Beginning of Term Instructions for Middle School Tuition Students

Dear Supplemental GOC Middle School Tuition Student,

Thank you for registering for an online class with Gwinnett Online Campus. Your online course registration has been forwarded to your grade level administrator for approval. If your administrator 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 5:00 PM on the first day of class at our GOC campus (713 Hi Hope Rd, Lawrenceville).
- GOC students are issued a GCPS email address; all email correspondence from GOC will be sent to this address. Directions for accessing and logging into the email can be found through the "Logins" section of our website.
- Students are expected to check their email daily for important information.

## **Course Login**

- Students can access their online courses beginning on the Friday before classes are scheduled to begin through the "Logins" box on our website [www.gwinnettonlinecampus.com](http://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.
- Course content can be found by clicking on the "Content" link on the course home page.

## **Special Requirements**

- All online high school classes require a face-to-face EOC 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. Middle school courses may also require face-to-face assessments; refer to your course home page for more information.
- Students are required to bring a photo ID to all face to face testing.
- Some online high school science courses require face-to-face science labs. The specific date and time for each science lab will be posted in the student's course.
- If a student has a 504 plan, it is their responsibility to bring a copy of this plan to the GOC Main Office (770) 326-8064 no later than the week before class begins.

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](mailto:gwinnettonline@gwinnett.k12.ga.us).