

BYU Enrollment Process

Your charter school is pleased to offer students access to BYU online classes. Below you will find pricing and ordering instructions as well as information regarding this vendor.

Before Ordering:

1. View List of Online Courses.
 - a. Go to <http://elearn.byu.edu>
 - b. Click on the Courses tab.
 - c. Click on High School or the NCAA-Approved Courses links.
 - d. Click on the desired semester course title. It will open to the course page.
2. Course Pricing – Service PO
 - a. The course page lists the online course price called, “Materials and Tuition Fee”.
 - b. Course prices can vary, but they tend to be around \$124 per semester.
 - c. Online courses must be listed “one to a line” and on service PO’s ONLY.
3. Paper Materials – Product PO
 - a. Paper materials are available to go with your online course, but are optional.
 - b. The “Paper Materials Fee” is \$10 per course in addition to the course price.
 - c. Paper materials fees must be listed “one to a line” along with their course title and on separate product PO’s ONLY. Product and service items MAY NOT be combined on the same PO.
4. Required Textbooks
 - a. The bottom of the course website page lists any required textbooks for the course.
 - b. Rarely are textbooks required, but if they are, parents must purchase the textbooks themselves through Amazon.com or any other source they prefer. We do not have a school vendor in place to purchase these materials through a school PO using school instructional funds. Parents may also consider purchasing these items through the BYU Bookstore, which sells new and used textbooks.
5. Any other materials or books must be on a Product PO.

To Sign Up a Student:

1. Create a PO for the course(s).
 - a. List each course on its own line on the PO.
 - b. Follow the Vendor PO Notes for SS & OG. Check STOP-PO Done.
 - c. Include the correct required customer number in the body of the PO.
 - i. SS Customer Number – 852710479
 - ii. OG Customer Number - 028959597
 - d. Include the correct required SAT/ACT CEED Code in the body of the PO.
 - i. SS CEED Code – 054112
 - ii. OG CEED Code – 054111
2. After the PRVPO has been converted to a PO, complete the BYU Enrollment form as follows:

- a. ESs are to print out the enrollment form from this link, <http://ce.byu.edu/is/site/courses/purchase/Enroll.pdf>
- b. The ES is to complete ONE online order form per student:
 - i. The ES needs to handwrite the one (or two) PO Numbers in the PO Number section of the enrollment form – the PO Number for the service course(s) and the PO Number for the course materials (only if ordered).
 - ii. The ES needs to complete the student’s name and all other fields on the form except the student’s social security number (if needed), and the student’s birthdate.
 - ii. The ES needs to check the “box” ONLY if they want the web course and materials.
 - iii. The ES needs to put the **ES address** and ES email in the student section of the enrollment form.
- c. The parents are to complete and submit the online order form to BYU.
 - i. Parents are to ONLY complete the student’s social security number (if needed) and the student’s birthdate (the ES will have completed the other fields on this form).
 - ii. Parent is to fax the form with cover sheet to (801) 812-8208. Include on the cover sheet a request that “BYU staff please email ES with the login upon receipt”, to confirm the online enrollment form was received.
 - iii. Or, completed enrollment forms with cover sheet that says “BYU staff please email ES with the login upon receipt” can also be scanned/emailed to ispo@byu.edu .

Using the Course:

1. Login course information will be emailed to the ES.
2. All course final exams must be administered by a “certified proctor”. ESs can become certified by going to elearn.byu.edu, click on the tab for “Counselors and Educators”, then click “Proctor Certification Form”. After completing the form, allow 2 business days for a reply.
3. Do NOT submit a test with Teri Alves as the proctor without checking with her first to make sure she is available, as these tests have deadline dates.