

WHY CORRESPONDENCE COURSES?

Your child can earn middle-school, high-school or college credit over the summer!

More flexible than traditional summer school, correspondence courses allow students to complete courses at their own pace. We work with renowned, accredited programs to help your child:

- **repeat a course** (replace a low or failing grade)
- **complete a semester or year** (home-schooling)
- **take courses to get ahead!** (Did you know? College credit can often be earned while a student is still in high school!)

Students receive direct instruction and support from one of our outstanding tutors, complete online assignments and take proctored exams. Students work at their own pace and complete courses in as little as 4-6 weeks. Students generally meet with the assigned tutor twice a week for the duration of the course. *On-Track's site- and home-based rates apply.*

On-Track offers support for correspondence courses from the following universities:

University of Lincoln-Nebraska (<http://highschool.unl.edu/>)

University of Missouri (<http://cdis.missouri.edu/high-school.aspx>)

Brigham Young University (<http://ce.byu.edu/is/site/courses/select.cfm>)



One-on-one academic tutoring is also available to help students prepare for upcoming coursework, to support students with summer school or summer honors/AP coursework, and to help students strengthen their organization and study skills.

HOW DO CORRESPONDENCE COURSES WORK?

Step 1:

Student receives approval from his/her high school counselor or administration. Student must present written approval to On-Track before beginning any correspondence course.

Step 2:

Parent/guardian consults with On-Track to select the most appropriate correspondence program.

Step 3:

Parent & student register for approved courses online directly through selected university correspondence program. On-Track provides the necessary website, proctor information, etc. in order to complete registration. Course & materials fees are paid directly to the chosen correspondence program.

Step 4:

Student and tutor create a timeline for course completion, to be signed by both student and parent.

Step 5:

Student completes assignments and projects independently and with the support of the assigned tutor.

Step 6:

Student requests each exam to be proctored by one of On-Track's certified proctors.

Step 7:

Student takes ALL exams at the On-Track office (as required by each correspondence program). No exams may be completed at home. On-Track's fee for proctoring and managing correspondence exams is \$50.00 per test.

Step 8:

Students must request **from the correspondence program**, transcripts confirming the course completion & grade to be sent directly to his/her local school.

Students earn
middle-school, high-school
or college credit *at their own pace!*

