



SCHOLARS ONLINE  
CLASSICAL CHRISTIAN EDUCATION FOR THE COLLEGE-BOUND STUDENT

# Membership and Enrollment

How to create your primary account and student accounts

How to enroll students in courses

[Start Here](#)



## SCHOLARS ONLINE

CLASSICAL CHRISTIAN EDUCATION FOR THE COLLEGE-BOUND STUDENT

Scholars Online is a community of teachers and students. To provide a secure environment, we require that all users of our school site become members. This includes advisors, teachers, parents, students, and alumni. In addition, each student must have at least one adult member (usually a parent) to sponsor the membership. This adult member will be responsible for fees, and will also be the primary contact if teachers need to consult someone about a minor student's performance.



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## Steps to enrolling a student in Scholars Online courses:

- ✓ Read about [Parent](#), [Student](#), or [Alumni](#) Activities and Responsibilities and the site [Terms of Use](#).
- ✓ Create an adult membership by filling out a [Scholars Online Membership Request](#).
- ✓ Click on the LOGIN link at the foot of any page to log into your new account using the username and password that you entered for the account. Logging in takes you immediately to your personal Account Management Center.
- ✓ Create one or more student memberships using the New Student Account button. After you successfully create the account, it will be listed below yours under “Manage Existing Account information”.
- ✓ Click on the “Enroll” link for yourself or a student to enroll the student in Scholars Online courses. You will receive confirmation of your enrollment request by email.
- ✓ Click on the “Update” link to change a member’s profile information.



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## Creating your primary account

1. Open a new Adult Scholars Online Membership Request by clicking on the “Membership and Enrollment” link in the “Taking Part” section of the Scholars Online SiteMap from any page.

- Science
- Writing
- ▼ Taking Part
  - **Membership and Enrollment**
  - Terms of Use
  - ▼ Taking Classes
    - ▼ Schedule for 2006
      - Summer
      - Academic Year
    - ▼ Schedule for 2007
      - Summer
      - Academic Year
  - Tuition and Fees
- Bookstore



## SCHOLARS ONLINE

CLASSICAL CHRISTIAN EDUCATION FOR THE COLLEGE-BOUND STUDENT

Classical Christian Education for the College-Bound Student

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Scholars Online is a nonprofit educational corporation designed to foster classical Christian education through instruction, guidance, and community using emergent communication technologies. Its founders have been teaching through the Institute for Study of the Liberal Arts and Sciences (ISLAS) for the last decade, and are now operating independently.

While homeschooled high school students are our primary focus, our courses are open to all who meet the requirements and are willing to participate according to our terms of service. Courses offered through ISLAS have included parents, students in public and private schools, and college students, and we intend to keep these doors open.

### *Faith-based Education in a Classical Christian Tradition...*

All teachers at Scholars Online confess the Trinitarian Christian faith of the Nicene Creed; beyond that, however, the faculty is diverse and reflects a range of theological traditions and scriptural interpretation.

No statement of faith is required of any student, though we expect all students to remain courteous and civil about the beliefs of others. Any student who can meet the prerequisites of a course is welcome, without regard to race, creed, color, age, or current educational affiliation.

### *...Adapted to the Students' Needs*

We cater to students throughout the United States and elsewhere in the world, and accordingly appreciate the need to be flexible to meet local situations and requirements.

Some students, homeschooling organizations, or affiliate schools require grades, while others do not; some keep track of credit, while others do not; some require very specific forms of reporting. We are willing to work with you and with your school, homeschooling organization, or college, to arrange for you to receive credit for courses taken through Scholars Online; we will further work closely with students and their parents in the college application process to help present as strong an application as possible.

*Registration for Summer and Fall 2007 will open April 1, 2007.*



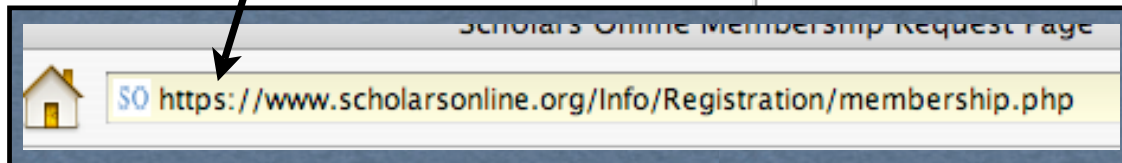


# SCHOLARS ONLINE

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## Creating your primary account

2. Review the New Membership Request page. Read about your responsibilities and privileges to use this site when you become a member. You should see a URL that begins with "https:", indicating that you are on a secured page. All communication between the Scholars Online server and your browser is now encrypted for your security.



### New Membership Request

First Name and MI		Last Name		Title: Mr. ▾
Street Address, including Apartment Number			Home Phone (###-###-####)	
City			Date of Birth (YYYY-MM-DD)	
State or Province	Country USA	ZIP or Postal Code		Gender: Male ▾
Email Address (must be unique for each member)				
Requested username		Password		Re-enter Password for validation
Membership Type <input type="radio"/> Adult <input type="radio"/> Alum		Educational Affiliation: Homeschool ▾		If you attended ISLAS, what was your most recent year of enrollment? Never ▾
		Grade level (approximate): None ▾		
Please let us know about special circumstances we need to consider in teaching you online:				
<hr/>				
<input type="button" value="Continue"/>				

We value the privacy and the safety of all our students. We collect information only for the purpose of carrying out business related to Scholars Online. All membership, registration, and enrollment pages are encrypted in transmission for member safety. If you do not see **https** in the URL at the top of this page, please notify the web administrator.



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## Creating your primary account

3. Fill in the information we will use to identify and contact you.

**Your first and last names:** Your middle initial is optional. If you use two first names, put them both in the first name section.

**Your title:** This is how you want us to address you in formal correspondence.

**Your address:** Please enter your complete mailing address. We will send our newsletter, the membership contract, and statements of your account status to this address. Teachers will send progress reports or other academic information here.

**Your phone number:** Please enter a phone number where teachers and administrators may reach you if a situation is urgent.

**Your gender:** We want to refer to you properly in chat and email!

**Your date of birth:** We need to have a statement that you are of legal age to negotiate a contract.

<b>First Name and MI</b> Diggory		<b>Last Name</b> Kirk	<b>Title:</b> Dr. ▼
<b>Street Address, including Apartment Number</b> 1234 Drury Lane		<b>Home Phone (###-###-#### )</b> 555-555-5555	
<b>City</b> London		<b>Date of Birth (YYYY-MM-DD)</b> 1900-03-03	
<b>State or Province</b> Suffolk	<b>Country</b> England	<b>ZIP or Postal Code</b> 1234ABC	<b>Gender:</b> Male ▼



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## Creating your primary account

4. Fill in the information you will use to log into Scholars Online resources.

<b>Email Address (must be unique for each member)</b> MagNephew@Aslan.org		
<b>Requested username (lowercase)</b> magnephew	<b>Password</b> *****	<b>Re-enter Password for validation</b> *****

**Your email address:** You must enter a unique email address for each member. We accept information sent from an email address as “electronically signed” by the Scholars Online member who owns the account email address. Do not allow other Scholars Online members to use this address to contact us.

**Your username:** This can be any combination of letters and numbers, lowercase, up to 25 characters long. It may be publicly displayed in chat sessions and bulletin board threads.

**Your password:** This can be any combination of letters and numbers, up to 25 characters long. It displays as a set of asterisks as you type it in. You will need to enter it a second time to verify that you typed it in correctly. We can reset your password but we cannot retrieve it.



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## Creating your primary account

5. Select your membership type and tell us something about your background.

<b>Membership Type</b> <input checked="" type="radio"/> Adult <input type="radio"/> Alum	<b>Educational Affiliation:</b> Private ▼ <b>Grade level (approximate):</b> None ▼	<b>If you attended ISLAS, what was your most recent year of enrollment?</b> Never ▼
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**Select your membership type.** This is normally “Adult”. However, college students who attended Scholars Online or the ISLAS Scholars Online Academy or Regina Coeli Academy within the last four years and are not registering dependent accounts should select “Alum” to receive complimentary access to the Moodle, open chat sessions, and bulletin boards.

**Educational affiliation:** Please let us know if you are homeschooled, or attending public or private schools at any level, including college.

**Grade level:** Enter your grade level, based on when you plan to go to college, so that we can give you the best advice for planning your curriculum.

**Previous ISLAS students** should indicate the last year of attendance so that we can make arrangements to obtain your transcripts for your records.



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## Creating your primary account

6. Complete and submit your application.

Please let us know about special circumstances we need to consider in teaching you online:

Please take into consideration the time difference between the US and England. We will also be traveling during the month of November to Narnia and the Outer Islands.

[Continue](#)

**Special circumstances:** Use this space to tell us any other information you think would be useful in helping support your online education, including additional contact information if the existing membership request form fields don't accept your information.

When you are finished entering data, use the **Continue** button to submit your request.



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## Creating your primary account

7. If you make an error in formatting or leave out a required field, the program will print an error message report. Use the back button to return to the Request form page and correct the information. Depending on your browser settings, you may need to re-enter data.

If you need to return to make corrections before your request has been entered in the database, you will need to retype the password and its confirmation.

You are not logged in.  
Password created for new account  
Errors found in entry; database NOT updated.

-1: Username is already in use; please select another username.  
-2 Email address is already in use; please provide a unique email address for this account.

Use the browser back to return to the previous page. If this is a new Adult or Alum account that has not yet been entered in the database, you will need to re-enter your password and confirm it.

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Your data will display on the screen once it has been successfully entered in the database.

Congratulations! The account was successfully created. Please review the information below. This is the information as it appears in the Scholars Online database.

First Name and MI Diggory		Last Name Kirk	Title: Dr.
Street Address, including Apartment Number 1234 Drury Lane		Home Phone 555-555-5555	
City London		Date of Birth 1900-03-03	
State Suffo	Country US	ZIP 1234ABC	Gender M
Email Address MagNephew@Aslan.org			
Requested username: magnephew		You may not change your password from here!	
Membership Type: Adult		Educational affiliation: Homeschool Grade Level:None	If you attended ISLAS, what was your most recent year of enrollment?Never
Additional information: ...			



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## Logging into Scholars Online

### *Member Login*

If you already are a member, you may log in to retrieve your account information, correct your profile, and enroll in classes. Members with Adult, Teacher, or Advisor accounts may create new memberships for their dependents.

<b>Username</b> <input type="text"/>	<b>Password</b> <input type="password"/>	<input type="button" value="Login"/>
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10. Once you have created your account, you need to log in. Use the footer LOGIN link to open the Login page. Enter your username and password, and either use Carriage Return or click on the Login button to log into the Scholars Online Membership site.



# SCHOLARS ONLINE

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## Your Account Management Center

Scholars Online Account Management  
You are logged in as MagNephew.

11. Each Adult member has an account management center available at login. The center lists all associated accounts, and provides buttons that allow you to enroll in classes or update contact information.

### *Account Management Center for Diggory Kirk*

**Manage Existing Account Information**

Member: **Diggory Kirk**      **Current enrollment status**  
This member is not currently enrolled in any courses.

**Enroll Diggory in courses**      **Update information for Diggory**

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**Create New Student Account**

**Check Current Invoice**

To create a new Adult membership, you must first log out, then use the *Membership* link in the SiteMap to the left. To drop or change enrolled courses, notify the Accounts Administrator.



# SCHOLARS ONLINE

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## Creating a student account

12.To create a student account for which you will be responsible, use your mouse to click on the New Student Account button.

*Account Management Center for Diggory Kirk*

**Manage Existing Account Information**

Member: Diggory Kirk

**Enrollment History and Current Enrollment Status**

2007/2008	Section 1 • → Greek I	Requested
2007/2008	Section 1 • → Western Literature to Dante	Requested
2007/2008	Section 1 • → Natural Science II	Requested

[Enroll Diggory in courses](#)

[Update information for Diggory using form below](#)

[Show transcript for Diggory](#)

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[Create New Student Account](#)

[Invoice Review for 2007 \(optional online payment\)](#)

[Summary Invoice \(Prior years\)](#)

[Change Password for Diggory Kirk](#)

To create a new Adult membership, you must first log out, then use the *Membership* link in the SiteMap to the left. To drop or change enrolled courses, notify the Accounts Administrator.

If you wish more detailed information, you may

- [click here to display instructions as HTML in a separate window](#)
- [click here to download instructions as a PDF file that you can print out.](#)



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## Creating a student account

13. Most fields on the student membership request are similar to fields on the Adult Membership Request form. There are some differences, however:

- **Passwords:** You may not enter passwords for student accounts at this time. Passwords will be sent to students when their membership fee has been paid.
- **Sponsor information:** You must enter your own username and password again to electronically “sign” for the student account. In doing so, you accept financial responsibility for membership, registration, and tuition fees associated with the account, and indicate that you will supervise the user.

<b>Requested username</b> <input type="text"/>	Stud fees.
<b>Membership Type: Student</b> All student accounts must be sponsored by an Adult member. Please confirm that you accept this responsibility.	Educ Ho
Sponsor username: <input type="text"/>	Grad
Sponsor password: <input type="password"/>	No



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## Enrolling students in courses

14. In the Account Management Center, find the student's name beneath "Manage Existing Account Information", and click on the button to "Enroll <STUDENT> in course".

*Account Management Center for Diggory Kirk*

Manage Existing Account Information	
Member: Diggory Kirk	Enrollment History and Current Enrollment Status
This member is not currently enrolled in any courses.	
<input type="button" value="Enroll Diggory in courses"/>	
<input type="button" value="Update information for Diggory using form below"/>	



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15. Browse the course listing for Summer and the Academic year. Check boxes for courses you wish this student to take. If you need more information about the course content, instructor, meeting times, or required text, click on the arrow symbol => to the left of the course name.

Enrolling students in courses

**GREEK**

Course	Section, Instructor, Meetings	Tuition	Enroll
→ Greek I	1: S. Esposito — TBD with enrolled students.	\$450.00	<input checked="" type="checkbox"/>
→ Greek II	1: B. McMenemy — Mo 9:30 AM-11:00 AM • We 9:30 AM-11:00 AM	\$450.00	<input type="checkbox"/>
→ Greek III	1: B. McMenemy — Mo 4:00 PM-5:30 PM • We 4:00 PM-5:30 PM	\$450.00	<input type="checkbox"/>
→ Greek IV	1: B. McMenemy — TBD with enrolled students.	\$450.00	<input type="checkbox"/>

15. When you have selected all the courses for which you wish to enroll at this time, scroll to the bottom of the page and click on the "Verify Enrollment Request" button.

**WRITING**

	1: J. Byington — Fr 7:00 PM-8:30 PM
Writing	1: J. Byington — Mo 7:00 PM-8:30 PM

**Verify Enrollment Request**



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16. You will now see only the courses you have checked, listed with the title, section number, instructor, and tuition. You should, if possible, enter a description of the student's background preparation for the course. When you have finished, click on "Enroll <STUDENT> with these courses" to complete enrollment. If you want to know more about the course, click on the arrow => symbol.

## Enrolling students in courses

Term	Course * Section	Instructor	Tuition
Fall/Spring 2007	→ Section: 1 Greek I	S. Esposito	450.00
Please enter student's background for this course, especially if the course description describes prerequisites or indicates teacher's permission is required.	One year Latin using Henle at home.		

[Enroll Diggory Kirk with these courses](#)

[Cancel selection and return to Enrollment Selection Page](#)

*Use your browser back button to return to the enrollment page with courses still selected. You may change your selection in either case.*

[Return to Account Management Page without Enrolling](#)



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## Enrolling students in courses

17. Enrolling the student enters your selections in the course enrollment database. You will now see an invoice of the courses you selected, and the student's enrollment status ("Requested") for each course that you just added to the student's curriculum.

Your request for enrollment has been entered in our database, and an email confirming your request has been sent to the email address in our records. We will forward the information you have provided to the respective teachers so that they can confirm your enrollment request.

Diggory Kirk • Parent		Memberid: 2710379 Sponsor: magnephe	
Invoice for Summer 2007 and Fall 2007/2008 courses			
Charges for		Amount Due	
Membership fee for enroll year is due		\$ 25.00	
Registration fee for year is due		\$ 30.00	
Greek I • Section 1 • S Esposito • \$ 450.00	Enrollment status: Requested	Paid: \$ 0.00	\$ 450.00
Background for this course: <i>One year Latin using Henle at home.</i>			
Western Literature to Dante • Section 1 • B McMenemy • \$ 400.00	Enrollment status: Requested	Paid: \$ 0.00	\$ 400.00
Background for this course: <i>Diggory is a voracious reader.</i>			
Natural Science II • Section 1 • C McMenemy • \$ 400.00	Enrollment status: Requested	Paid: \$ 0.00	\$ 400.00
Background for this course: <i>Completed Natural Science I in 2005.</i>			
<b>Total tuition and fees for Diggory Kirk:</b>			<b>\$ 1305.00</b>



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From: Bruce and Christe McMenemy <admin@scholarsonline.org>  
Subject: **2007 Course Enrollment for Diggory Kirk**  
Date: March 31, 2007 6:45:44 PM PDT  
To: MagNephew@Aslan.org ,  
Scholars Online Administration , and [1 more...](#)  
Reply-To: Accounts and Billing

Dear Diggory Kirk:

We have received a new or updated enrollment for your student, Diggory Kirk (Memberid: 742224, Billing type: Parent).

Membership fee for 2007 is due: \$25.00  
Registration fee for 2007 is due: \$30.00

Course: Greek I  
Section: 1 - S Esposito  
Enrollment status: Requested  
Tuition charged: \$ 450.00  
Amount paid or credited for this class: \$ 0.00  
Amount due for this class: 450.00  
Background information you gave:  
One year Latin Henle at home.

Total tuition, membership, and registration due for  
Diggory Kirk: \$ 1305.00

18. After your request entered, you will need to pay for membership, registration, and tuition. You will receive an invoice by mail for each student after each enrollment.

- Annual membership fees for each member, including the sponsoring Adult account, at \$25.00 per year per member. Membership fees cover access to the public Moodle bulletin boards and any school-wide chats, as well as Adult account access, and an orientation to the Moodle site.
- Annual registration fees at \$30.00 per year per enrollee, for each member enrolling in courses. Registration fees covers the costs of Moodle course access and transcript retention. One registration fee covers all courses for an entire calendar year, including both summer and academic year terms, and orientation to the course modules available on the Moodle.
- Tuition fees for each course, as set by the course instructor.
- Credit for any processed payments and the amount of remaining tuition for this course.
- The total amount of unpaid tuition and fees.



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19. Teachers will review the requested enrollments, and in most cases, confirm them within several days. If there are questions about the student's preparation for a course, the teacher will contact you at the email address that you supplied for the primary Adult account. When you return to the Account Management Center, you will now see the courses you selected listed below the student name, along with the enrollment status. When the teacher accepts the student to the course, the "Requested" value will turn too "Enrolled".

## Enrolling students in courses

*Account Management Center for Diggory Kirk*

Manage Existing Account Information		
<b>Member: Diggory Kirk</b>		
<b>Enrollment History and Current Enrollment Status</b>		
2007/2008	Section 1 • → Greek I	Requested
2007/2008	Section 1 • → Western Literature to Dante	Requested
2007/2008	Section 1 • → Natural Science II	Enrolled
<a href="#">Enroll Diggory in courses</a>		
<a href="#">Update information for Diggory using form below</a>		
<a href="#">Show transcript for Diggory</a>		



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## ONLINE INVOICE

20. Your enrollment and invoice data is always available from your Account Management Center. Use the “Invoice Review” button to access your invoice statement for the *current* enrollment year. Use the “Summary Invoice” statement to review our records for payments in previous years.

*Account Management Center for Diggory Kirk*

**Manage Existing Account Information**

Member: Diggory Kirk

**Enrollment History and Current Enrollment Status**

2007/2008	Section 1 • → Greek I	Requested
2007/2008	Section 1 • → Western Literature to Dante	Requested
2007/2008	Section 1 • → Natural Science II	Requested

[Enroll Diggory in courses](#)

[Update information for Diggory using form below](#)

[Show transcript for Diggory](#)

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[Create New Student Account](#)

[Invoice Review for 2007 \(optional online payment\)](#)

[Summary Invoice \(Prior years\)](#)

[Change Password for Diggory Kirk](#)

To create a new Adult membership, you must first log out, then use the [Membership](#) link in the SiteMap to the



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## A Brief Note on Payment

- ▶ Your current invoice is always available from your Account Management Center. It shows your charges by student and course, and any payments you've made.
- ▶ From the Invoice page, you can make payments online through PayPal using your own credit card, even if you don't have a PayPal account. You can also pay by check.
- ▶ For details on how to read your invoice and make payments, see the [step-by-step invoice and payment instructions](#) below your name on your Invoice statement at your Account Management Center.

### 2007 Invoice for Diggory Kirk

[Step-by-step instructions on how to read this invoice and make payments]

Account Payment Status			
<b>Member: Diggory Kirk (Parent)</b>			
Membership dues (Adult Fee: 25.00) [\$ 0.00 paid for new member; due when enrollment opens]			Due: \$ 25.00
Registration fee			Due: \$ 30.00
Year, Class, and Section	Tuition	Credits and Payments	Amount Due
2007 Greek I • Section 1	\$ 450.00	\$ 0.00	\$ 450.00
2007 Western Literature to Dante • Section 1	\$ 400.00	\$ 0.00	\$ 400.00
2007 Natural Science II • Section 1	\$ 400.00	\$ 0.00	\$ 400.00
Membership, Registration, and Tuition due for Diggory Kirk:			<b>\$ 1,305.00</b>
<b>Account total due:</b>			<b>\$ 1,305.00</b>
<b>Payment History: Date Payment Received</b>			
		<b>Type</b>	<b>Amount</b>
No payments received for the current enrollment year.			



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*Account Management Center for Diggory Kirk*

**Manage Existing Account Information**

Member: Diggory Kirk  
Enrollment History and Current Enrollment Status

2007/2008	Section 1 • → Greek I	Requested
2007/2008	Section 1 • → Western Literature to Dante	Requested
2007/2008	Section 1 • → Natural Science II	Requested

[Enroll Diggory in courses](#)

[Update information for Diggory using form below](#)

[Show transcript for Diggory](#)

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[Create New Student Account](#)

[Invoice Review for 2007 \(optional online payment\)](#)

[Summary Invoice \(Prior years\)](#)

[Change Password for Diggory Kirk](#)

To create a new Adult membership, you must first log out, then use the [Membership](#) link in the SiteMap to the left. To drop or change enrolled courses, notify the Accounts Administrator.

If you wish more detailed information, you may

- [click here to display instructions as HTML in a separate window](#)
- [click here to download instructions as a PDF file that you can print out.](#)

## Changes to Enrollment

If you need to drop or withdraw a student from a requested course, or one in which he is already enrolled, please email the accounts administrator by clicking on the link below your enrollment information.

*You cannot drop classes directly from your Account Management center.*

The Accounts Administrator will complete the change and credit your account.



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    - Teachers
    - Students

## Questions? Concerns? Changes?

There are many ways to contact Scholars Online administration and teachers.

1. Use the "Contacts and Support" link in the SiteMap to find out how to contact us for specific inquiries about academic policies, billing, account access, curriculum planning, or technical problems with Moodle access. With this information you can email administration, accounting, technical, and academic support; mail paperwork to administration, or phone academic support.

### ▼ Theoretical Grammar • Grade 7 or above • [Summer course]

- Primary Instructor

*Bruce McMenemy*

- Sections

*Section 1 Instructor: Rachel Ahern*

*Classes meet from June 19, 2006 to August 21, 2006*

*Monday 1:00 PM to 2:30 PM ET*

*Tuition: \$200.00*

2. Use the teacher's name in any course description or the teachers biography page to contact a teacher with questions about course content.

3. Use the FOOTER links on any page to email the administration office or the Webmistress with issues.

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HOME | LOGIN | LOGOUT | MAILING-LIST | EMAIL US | WEBMISTRESS