



Dear Student,

We are excited that you chose to enroll in an Online Course with the Niswonger Foundation. It is very important that you carefully read over the “Rules and Policies for Niswonger Online” posted below.

We are very excited that you have chosen to earn high school credit through online learning. Not only will you learn about an important subject, but you will learn a skill that will help prepare you to succeed in college and beyond. The ability to learn online and discipline yourself to meet deadlines is a necessity in preparing for your future!

Thank you,

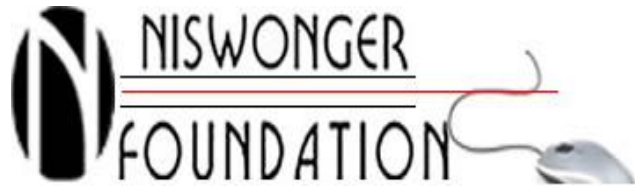
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## Rules and Policies for Niswonger Online



An online course is an exciting way to learn and offers you a great deal of flexibility by working at home; however, we must stress that the course you are taking is very important and may even be required for graduation. Final grades are sent to your school, placed on your transcript, and averaged into your GPA.

Just as you would ask questions or ask for help in the traditional classroom, you should do the same thing in your online course. There are many people who want to see you do well! In order to help you prepare to successfully navigate and complete your course, please read over the all the items below.

### Student Course Guidelines/Rules

- Once you receive access to your course, it must be completed by the close date. The beginning date and close date of the semester can be found within your course and your teacher's pacing guide.
- If you have any issues, concerns, or trouble logging into your course you should submit a Trouble Ticket located at <https://www.nflconline.com/ticket.php> , email your teacher, email Gina Pavlovich at [gpavlovich@niswongerfoundation.org](mailto:gpavlovich@niswongerfoundation.org) , and/or contact your school counselor.
- Once you start your course, your teacher will give you his/her contact information and will be available to help you with any concerns or questions related to your course work.
- Each teacher will provide you with a pacing guide that will give you due dates for your assignments. You will receive a "0" on each assignment that is not completed by the due date. You may work ahead in your course, contact your teacher for information on how to do that.
- If you want to drop this course, you **must** make that request directly to your school counselor and this must be done BEFORE courses begin. Once you are registered for a course, your online teacher **cannot** drop you, only your school counselor can do this. Note: **Some of your schools may have stricter policies regarding dropping your online course, which overrides the policies of Niswonger Foundation. Be sure to pay attention to any additional policies they may have.**
- If you do not complete the course and do not go through the procedure above to drop the course, we will send the final grade of "F" to your school which will negatively impact your GPA.
- It is important to frequently check the email address that you provided on your application. Please notify your school counselor or Gina Pavlovich immediately if your email addresses changes.



### Login Instructions

1. Go to <http://www.nflonline.com/>
2. Click on the right side of the page on "Student Log-in," and you will see a login box to enter your user name and password.
3. If you did not receive an email with your username and password contact your school counselor or fill at a trouble ticket at <https://www.nflonline.com/ticket.php>
4. **For best internet and course performance you should use Google Chrome or Mozilla Firefox** as your internet browser. DO NOT USE INTERNET EXPLORER. You can download Chrome or Firefox for free at [www.google.com/chrome](http://www.google.com/chrome) or <https://www.mozilla.org/en-US/firefox/new/>
- 5.. If for any reason, you cannot get logged into your account or have any other issues, please see your school counselor or fill out a trouble ticket at <https://www.nflonline.com/ticket.php>