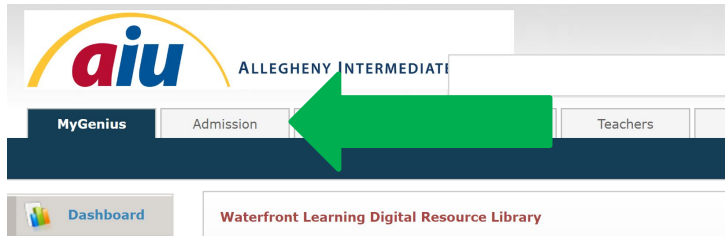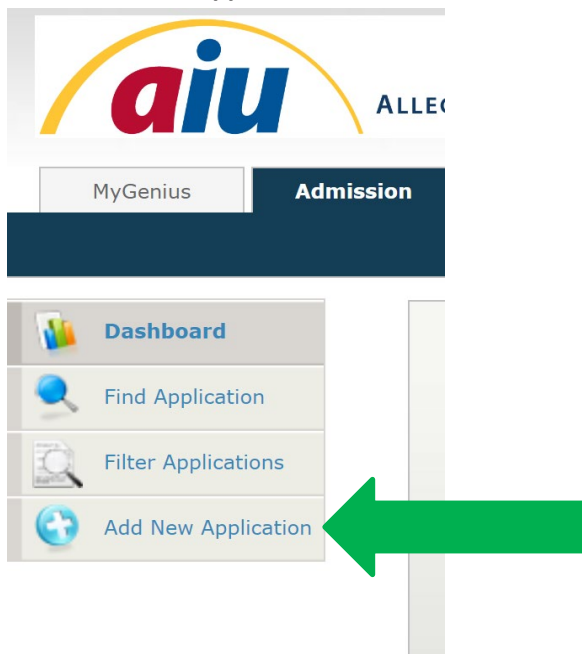# How to Complete the Online Application

1. Once logged in, click on the **Admission** tab.

2. Select **Add New Application** from the menu on the left side of the screen


3. Be sure to complete all required fields that are highlighted in yellow. Remember the following key points as you complete the application:

Key Points to Remember	
Full-time or Part-time	• Full-time students will be invoiced at the full-time rate • Part-time students will be invoiced at the singleton or flat rate
Hardware	• If needed select YES
NCAA	• If seeking NCAA eligibility, diagnostic testing cannot be utilized
Special Education	• If the student receives special education services at the district, the Special Education Modification Form must be submitted, and approved, prior to enrollment

4. Click **Save** at the bottom of the screen.

Note: Any required information that you may have missed will be highlighted in red and you will not be able to move forward without completing those fields.

Save
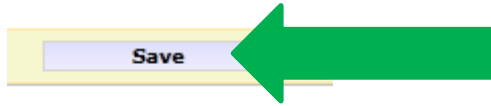
Once the application is completed, please note, you will still need to add the course requests to the student. This can be done immediately following the addition of the student, or you can log in at a later time to add the student course requests.