

***DIOCESE OF TOLEDO***  
***CATHOLIC YOUTH AND SCHOOL SERVICES***

**NOTES FOR REGISTERING IN A MOODLE ONLINE COURSE:**

**Registration Deadline for Fall 09 Online Courses: June 12 '09**

- ☞ Students interested in enrolling in any of these courses should notify their guidance counselor. While there are no defined prerequisites for taking one of the diocesan online courses, we expect the guidance counselors to consider only students who they feel are intellectually ready for the independent learning style, and time/responsibility attributes that successful online learning requires.
- ☞ Guidance counselors who identify such students should then send those student names to:  
[mailto:jim\\_murray@roadrunner.com](mailto:jim_murray@roadrunner.com)
- ☞ Guidance counselors will be sent information regarding their students' course information, including: usernames/passwords, course enrollment keys, and course directions. Counselors will be asked to distribute this information to their enrolling students.
- ☞ The course fee (\$100 per semester course) should be paid by the school of the attending student, directly to the course instructor. We recommend that half of the course fee should be paid at the end of one quarter, with the remainder paid at the conclusion of the course. Each school is encouraged to develop its own policy concerning how or whether students will reimburse their school for the course fee.
- ☞ Course grading/credits will be determined by the instructor and student's school.

Questions, contact [Shari Beier](#), CYSS, or [Jim Murray](#).