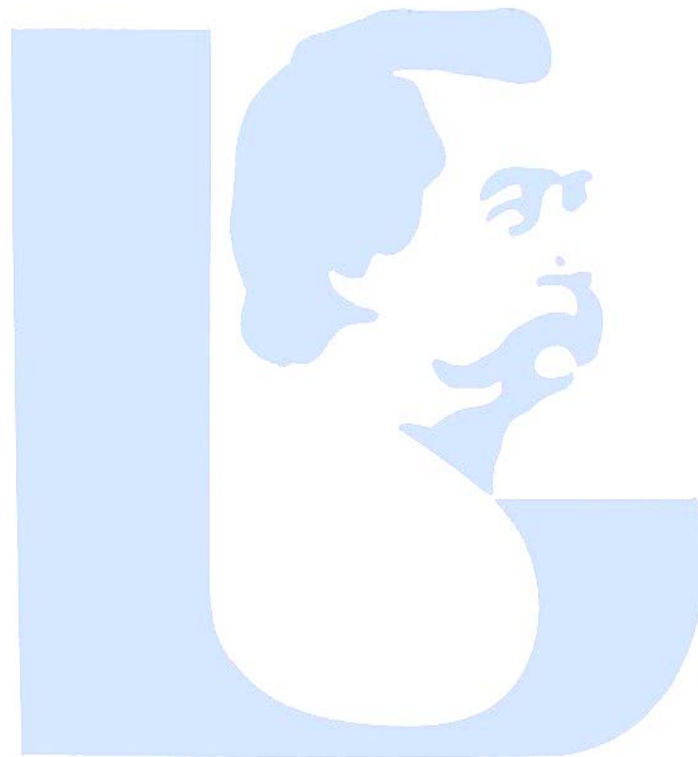


# CONTINUING/COMMUNITY EDUCATION DIVISION INSTRUCTOR HANDBOOK

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JOHN A. LOGAN COLLEGE  
700 LOGAN COLLEGE ROAD  
CARTERVILLE, IL 62918



**2016 - 2017**

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## MISSION STATEMENT:

WE ARE A DIVERSE LEARNING AND TEACHING COMMUNITY COMMITTED TO IMPROVING  
INDIVIDUAL LIFE AND SOCIETY THROUGH HIGH-QUALITY, ACCESSIBLE  
EDUCATIONAL PROGRAMS AND ENGAGED LEARNING OPPORTUNITIES.



# JOHN A. LOGAN COLLEGE

## CONTINUING/COMMUNITY EDUCATION DIVISION INSTRUCTOR HANDBOOK

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### Instructor Resource Folder on website

1. Personal Injury Accident Report
2. Registration Form
3. Instructor Attendance Record
4. Process for Evaluating Part-Time Instructors
5. Administrative Evaluation for Part-Time Instructors
6. Part-Time Instructor Self-Assessment
7. Summary Assessment Report
8. Student Evaluation Report
9. John A. Logan College Calendars
10. Higher Reach Instructor Resources

**CONTINUING/COMMUNITY EDUCATION DIVISION  
INSTRUCTOR HANDBOOK**

**I. Salary**

A. The rate of pay for instructors, per contact hour is as follows:

12 to 15 students.....	\$19.00
16 to 19 students.....	\$21.00
20 students or more.....	\$23.00

B. Classes with beginning enrollments of fewer than 12 students will have to have the approval of the Dean for Community Education before the class becomes official.

C. Class size shall be based on those students enrolled as of the designated end-of-registration date. Instructors will **not** be paid for additional students registering after the first two sessions. Payroll is calculated at the end of the second session.

D. **Method of Payment.** All instructors will be paid according to dates per the dean letters sent at the beginning of each term.

Instructors daily attendance record, and other necessary forms must be submitted as usual and all reports must be received before the final check will be released. Complete grades in HiR before turning in attendance record(s).

Part-time Continuing/Community Education instructors are entitled to some tuition waivers. Contact our office for the correct promo code when registering online.

**II. Special Instructions to Teachers**

A. All classes must meet the required number of hours each session with the exception of a ten minute break each hour. Any missed class sessions must be made up by holding an alternate session. Makeup schedule must be cleared with the Dean for Community Education

B. All instructors teaching general studies/credit courses must prepare and discuss or distribute a course syllabus to the students at the first class meeting in an effort to adequately inform each student of the specific objectives, course content, course outline, course requirements, and the basis for evaluating student progress.

C. Please begin and end each class promptly and use the entire period for instructional purposes, including the first meeting. Go to each class with a definite instructional plan in mind. Since Continuing/Community education classes only meet once or twice a week, instructors must use each session to the greatest advantage possible in order to be effective and cover the necessary materials.

D. Instruction can and should begin at the first class meeting with an enrollment of

(12) twelve students or more. These are automatically official classes. **Do not** fill out registration forms or start instruction before you have an official class. No compensation will be given to the instructor if an enrollment of 12 is not reached, unless by prior approval of the Dean for Community Education.

- E. Withdrawal Policy (Read carefully to each class). Students withdrawing from classes, for whatever reason, during the first two weeks will receive a 100% refund as long as they request to be dropped on their online account. Refunds will not be given after the second week of classes. Students may obtain a refund by logging into their account and requesting to be dropped, under Academic, then Current Sections.
- F. Instructor Attendance Record. At the beginning of each semester, please check your class roster online and print out an attendance sheet from the website for each class you are teaching. The names should be filled out at the beginning of your course. List all students enrolled, then keep an accurate, weekly count of those present. This will be beneficial to you in preparing your final grade report.

These must be completed and one copy returned to the Office of Continuing/Community Education immediately after your last class session **before final salary payment can be made and after you have completed your grades online**.

- G. Changes in Class Schedules or Class Cancellations. John A. Logan College reserves the right to cancel, combine or divide classes; to change the time, date or place of meeting; to make other revisions in these course offerings which may become necessary, and to do so without incurring obligation. The College may discontinue a class at any time if attendance falls below expected levels.
- H. Advertising. All advertising of courses offered by John A. Logan College must be approved in advance by the Office for College Relations. Instructors should not circulate course flyers or buy newspaper advertising space unless they have College approval for the flyers or ad space. Instructors should begin the approval process by contacting the Office of Continuing/Community Education.

### III. Registering Students

Registration in Continuing/Community Education courses can be accomplished by registering online at [www.jalc.edu](http://www.jalc.edu) or by filling out a registration form from the brochure and mailing it to the Continuing/Community Education Office. If the registration form is not filled out correctly, the form will be returned to the student. Students may also register at the first or second class session. Those students who have pre-paid will have seating priority if the class has filled. We are no longer taking payments in office or in class and we are encouraging students to register online. Any student with a past due balance at John A. Logan College cannot

be enrolled in Continuing/Community Education classes until payment is made. Students pre-registering online will receive a confirmation from the college stating they are in the class. If the class has filled due to pre-registration, an additional section may be offered if instructors and classroom space are available. Students with personal laptop computers may be admitted to a closed class with permission from the dean for community education.

Students registering in class should bring the following information to class:

- < Student ID Number or last 4 of social security
- < Name and Address (No P.O. boxes please)
- < Date of Birth - Email address
- < Home and Business Telephone Numbers

Students who register in class will be billed by(email if email is given) or by mail for the tuition and/or course fee and will have two weeks after the class begins to pay their tuition. The college will no longer accept payments when students register in class. Students will be billed.

\* Make checks payable to John A. Logan College and send to our Bursar's Office, 700 Logan College Rd, Carterville, IL 62959.

No student will be admitted to class after the second class meeting without special permission from the dean for community education.

#### **IV. Enrollment Policy**

- A. Enrollment in Continuing/Community education (general studies) courses and public service (PS) courses will be accepted without application for admission to the College. There is no application fee, nor is it necessary to have transcripts of previous work. U. S. citizens 12 years of age or older are eligible to enroll in public service classes, (16 years of age or older for credit classes) with the exception of some courses where the age limit is set by the State of Illinois, such as real estate. Classes for children will have the age limit noted in the course description.
- B. Generally speaking, a second meeting enrollment of twelve (12) students or more will be required for all classes to be declared official. This is to be considered a general rule, and individual classes may be allowed to vary from this requirement at the discretion of the Dean. We should strive for an overall class enrollment average of at least 17 students per class. Instructors are encouraged to "drum up students" for their classes.

- C. Tuition waivers **do not** apply to Public Service courses. Class fees, lab fees, book fees, etc., must be paid by each student.

## V. **Late Registration Policy**

Instructors are responsible for registering students at the first or second class meeting if not registered already. Students will be billed. **Instructors should not collect any form of payment.**

Any applicant seeking to enroll prior to graduation from their high school must have written permission from their high school principal. This letter should be mailed directly to the Dean for Community Education or returned with the registration form.

Each instructor will receive 20 registration forms for each class to be taught. Unused forms should be returned to the College. Registration can be a simple process if you will observe the following procedures:

1. Encourage students to register online before the first or second class meeting.
2. Distribute the registration forms (Attachment 2) and go over each item with the class as they fill in the necessary information.
3. Check each form to make sure it has been completed correctly and signed by the student.
4. No student will be accepted in a class until this form is completed in its entirety, including last four digits of social security number and birth date. These are required by the state and used for statistical purposes.
5. Your area coordinator will attempt to visit your class to help you with any problems the first night and to collect your registration forms.

## VI. **Textbooks**

All checks for textbooks are to be made payable to John A. Logan College Bookstore (Follett Bookstore).

On-Campus. The College bookstore will be open for your convenience each evening during the first week of registration. You may call the Office of Continuing/Community Education for hours they will be open.

Instructors teaching on-campus classes with required textbooks are to send students to the bookstore to purchase books at the beginning of class.

Remember, **Do Not** collect the book fee. The bookstore will collect the proper amount at the time the books are purchased by the students.

Off-Campus. Instructors may pick up books during the day or make arrangements with the Office of Continuing/Community Education to pick up books in the evening for their students. You may call the Office of Continuing/Community Education for hours they will be open.

Any unused textbooks should be returned to the bookstore. Any books not

returned or paid for will be referred to the instructor for payment. The purchase of textbooks **should not** be required of any student, although it is realized that some classes, by their very nature, will not be meaningful unless a text is used. Nevertheless, purchase of textbooks should remain optional.

## **VII. Counseling, LRC, Copy Machines**

Students should be encouraged to take advantage of professional counseling and guidance services at the College. A counselor is available Monday through Thursday evenings from 5:30 to 8:30 p.m.

Students and faculty have full use of all facilities and are encouraged to use the College Learning Resources Center (Library) on campus. I.D. cards are available to students for \$1. It is open and available to all adult enrollees from 7:30 a.m. to 9:00 p.m. Monday through Friday, and Saturday from 9:00 a.m. to 1:00 p.m. during fall and spring semesters.

Instructors should consider the LRC as a natural extension of the classroom. As the material center of the College, it provides books, DVD's, periodicals, pamphlets, microfilm, filmstrips, slides, films, records, audio tapes, and programmed instruction. A graphics laboratory makes it possible for instructors to locally produce audio tapes, video tapes, slides, and black and white photography.

The secretary will be glad to help you with making copies if needed, provided you give her a week's notice. Materials to be copied must be on bond paper, not stencils or dittos.

## **VIII. Makeup Classes**

Classes held in public schools do not meet on days that those schools are not in session due to holidays, snow days, etc., but this time must be made up through special arrangements with the school administration. There will be no classes in Continuing/Community education when the regular College credit classes are not in session. Examples: Thanksgiving, Christmas, Spring Break, Snow Days, the Friday and Saturday prior to Easter, Independence Day, Labor Day, Veterans Day, Martin Luther Kings Birthday, and President's Birthday.

Please note that the College is on spring break during one week in March. We encourage you to cancel your classes during this week unless there are extenuating circumstances. If you have had to miss a week or two already due to sickness, etc. and would like to meet, make sure you let my office and your students know. Please be aware that distribution may not be delivering equipment during spring break. The buildings are open but the maintenance

department often has rooms taken apart for special cleaning and your classroom may not be available. Any classes missed during the quarter must be made up either by adding additional time to another session or by adding an additional class meeting. The Office of Continuing/Community Education should be notified of any missed classes and the makeup session.

## **IX. Class Visitors**

Because of John A. Logan College's responsibility, visitors in the building or class shall not be permitted. In this instance, a visitor is anyone not officially registered for your class.

## **X. Smoking Regulations**

Smoking by students and instructors is not permitted within the buildings on or off campus.

## **XI. Evaluation Procedure (See Attachments)**

Evaluation of instruction is an integral and important part of any educational system. Classes will be evaluated as time permits. Student assessment forms may also be a part of class evaluation.

If a John A. Logan College administrator or coordinator visits your class, please cooperate but continue your regular instruction. Remember, the purpose of the evaluation is the improvement of instruction.

Surveys, questionnaires, or other research activities by anyone outside the area of Workforce Development and Community Education requires prior approval from the Vice President for Administrative Services. **Do not** allow unauthorized solicitation in your classroom.

## **XII. Tuition**

- A. Tuition for Continuing/Community education (general studies) courses is computed at a rate of \$115.00 per semester hour. Tuition costs for all general studies courses and public service courses are listed following the description in the schedule of classes. Citizens 60 years of age or older will not be required to pay for any class which has a listed tuition; however, this waiver does not apply to any class listed as "fee" or having a course number which begins with a **PS** (example, Dog Obedience, PS 400). Senior citizens will be charged a laboratory fee for any general studies or public service (PS)



class if a cost is listed. Money for cost of materials will be collected in class by the instructor.

- B. Many instructors will have students enroll in their classes who do not reside within the College district. Generally, if a person resides in one of the following school districts, he is a resident of the John A. Logan College District.

    Carterville Unit V  
    Johnston City Unit 1  
    Herrin Unit IV  
    Frankfort Unit School District #168  
    Carbondale District #165 and district #95  
    Crab Orchard Community Unit III  
    Marion Community Unit II  
    Du Quoin District #100  
    Elverado Community Unit #196  
    Trico Unit School District #176  
    Murphysboro Community Unit #186

Out-of-district students will be required to either (1) provide a completed form entitled "Authorization for Partial Student Support" which they can get from their local school or college district, or (2) pay out-of-district tuition. John A. Logan College does have a reciprocity agreement with Rend Lake College and permission can usually be obtained from the other surrounding colleges. Call the Dean for Community Education if you have any out-of-district students wanting to take your class.

- C. Employee Tuition Waiver. All Continuing/Community education instructors are allowed to take use our Community Health Education Center at no charge by registering online and using the correct promo code. Contact the office for your promo code. **All** lab fees, book fees, Public Service (non-credit hobby and leisure) class fees and registration fees must be paid by all students.

### **XIII. Medical Emergency Procedures**

- A. On-Campus  
Call the campus Security Police Department if you need assistance. Emergency telephone number--8218. If the Security Police Department cannot be reached, contact the College switchboard by dialing "O."
1. If serious injury or illness occurs on campus, immediately dial Security Police Department, extension 8218. Give your name, describe the nature and severity of the medical problem and the campus location of

the victim. Do not hang up until told to do so.

2. In case of minor injury or illness, provide first aid care. \*Use only sterile first aid materials.
3. In case of serious injury or illness, Red Cross or AHA trained personnel\* should quickly perform the following steps:
  - a. Keep the victim still and comfortable. **Do not move the victim.**
  - b. Call 911
  - c. Ask victim, “Are you okay?” and “What is wrong?”
  - d. Check breathing and give artificial respiration if necessary.
  - e. Control serious bleeding by direct pressure to the wound.
  - f. Continue to assist the victim until help arrives.
  - g. Look for emergency medical ID, question witnesses, and give all information to the EMTs.
4. Instructors should report all accidents to our Campus Police and to the Dean. Please fill out appropriate report which can be found on our website.

**Location of First Aid Kits:**

ANNEX	C 204	G 119 A
ANNEX MAIN OFFICE	C 215	G 120
ANNEX BREAK ROOM	C 219	G 121
B 29	C 227	G 124
B 30	C 228A	G 211
B 33E	C 230	G 215
B 39	C 232- MAINT. STORAGE	H 101
B 43	C 237	H 104
B 54	C 251A	H 105
B 71	C 253	J (CHEC) 104
LIBRARY	D 166	J (CHEC) 112
HUMAN RESOURCES	D 174	J (CHEC) 222
ADMISSIONS	D 214	REHAB
FINANCIAL AID	D 223	VOC. 3A
VETERAN'S AFFAIRS	D 230	VOC. 9
J (CHEC) MAIN OFFICE	D 238	VOC. 11
C 101	D 271	VOC. 21
C 102	E 102	VOC. 21-2
C 109	E 106	VOC. 25
C 113	E 105	VOC. 30
C 114G	E 107	
C 115	E 108	
C 122	E 120	
C 129	E 202	
C 132	F113	
C 140	F115	
C 143	G 105A	
	G 106 A	
	G 117	

## **Location of Automatic External Defibrillators (AED's):**

E Hall across from E105  
Campus Police Office  
New E Wing, first floor, near E142  
New E Wing, second floor, near E242  
Admin  
Mees Center  
West Lobby, near Gym  
F Wing hallway  
Dental hall  
G Wing hall near G204  
Voc- Auto Body  
Voc- Main hall  
Voc- Auto lab, west bay area  
H- lobby  
Chec- pool side, and aerobic side

### **B. Off-Campus**

1. In case of an accident or illness during your class period, these procedures should be followed:
  - a. Observe the established procedures of the facility, if known.
  - b. Call 911.
  - c. Make the individual as comfortable as possible. Wait for the service requested.
  - d. Complete an "Accident Report Form" (Attachment 1) and forward to the Office of Continuing/Community Education as soon as possible.

Emergency Calls:        Dial 911

## **XIV. Insurance Coverage**

Remember, John A. Logan College liability insurance covers only you as an instructor. Students are not covered for accidents except under their own insurance policies. Common sense and calmness are important in all emergencies. "Accident Reports" (Attachment 1) must be filed with the Dean for Community Education.

## **XV. Higher Reach Policies and Procedures listed below:**

### **Higher Reach Instructor Resources**

#### **Discussion Topics:**

- 1.) New Higher Reach (HiR) software is now in operation as of the August 11<sup>th</sup>, 2014.**
- 2.) Having a valid *email account* is now required!**
  - The new HiR system requires students and instructors to have a valid email addresses.
  - HiR automatically sends registration confirmations, payment invoice, and a thank you for registering email upon enrollment.

#### **3.) Instructor Duties**

##### **Online Registration Assistance**

- All instructors who have internet access in their class rooms are expected to show their students the new online HiR registration process. This will be a guided instructional benefit after learning how to navigate the system. (See instructions provided pages 5 & 6).

##### **Higher Reach Instructor Resources**

- All instructors will do their own attendance and final grades for each class they teach.
- Course rosters can be printed by instructors on HiR ([higherreach.jalc.edu](http://higherreach.jalc.edu)). (See instructions provided on pages 3 & 4).

#### **4.) Student Payment**

- Students are being highly encouraged to register online and pay online. All other forms of payment will now go through the Bursars Office.
  - **Students can mail a check or money order to the college Attn: JALC Bursars Office, 700 Logan College Rd., Carterville, IL 62918,**
  - **Pay their bill online at [higherreach.jalc.edu/modules/shop/index/html](http://higherreach.jalc.edu/modules/shop/index/html), then my account, then pay balance (They will receive login information via email if we setup their account up in the back office)**
  - **Or take their invoice over to the Bursar Office and pay. (Room C213)**
  - **Call Bursar Office at 618-985-2828, Ext. 8201 or 8440 and pay over the phone if they are already enrolled into the course.**

**We will no longer accept payments in the class room. We accept checks only as a form of payment in the Continuing/Community Education Office.**

## 5.) Online Registration

- Online class registration *prior* to class meeting will be beneficial not only to instructors but also students and CE staff. If we are promoting online registration prior to the first class meeting, classes will be more likely to meet student enrollment needs, allowing classes to start the first night of class instead of the following week to see if the class made, furthermore, allowing instructors and students more class time.

## 6.) Instructor Policy Handbook

- Instructors can access Policy Handbook information by going to [www.jalc.edu/continuing-education](http://www.jalc.edu/continuing-education), by clicking the Instructor Resources folder to view and print needed documents for each semester you are teaching. The Attendance Record and Personal Injury Accident Report will need to be printed and kept with you each semester. You will fill in your class name, your name, dates teaching, list all student names and fill in student grades. This information will help you when adding the student's grades into HiR. Please mail, bring in, or fax your attendance record(s) to the Continuing/Community Education Department after your last class session and grades have been added to HiR. The other links listed on the website are there for you to access if needed.

## 7.) Coordinator Duties

- Promote the online registration when checking on their classes and speaking with instructors and students.
- Let instructors know students must have a valid email address and express this to students as well.
- Inform instructors and students we no longer accept any form of payment with a registration form in the class. Checks are the only form of payment accepted along with a student's registration form while registering in the CE office.
- Inform students they can register in the CE office if they have no online access. This will serve beneficial to Coordinators, Instructors and CE office staff.

## Instructor Step by Step Entering Grades

- Higher Reach will generate a login and password for each instructor and be sent to you via email. You should change your password once logged in.
- Website: [higherreach.jalc.edu](http://higherreach.jalc.edu)
- Instructors
  - Click Get Started

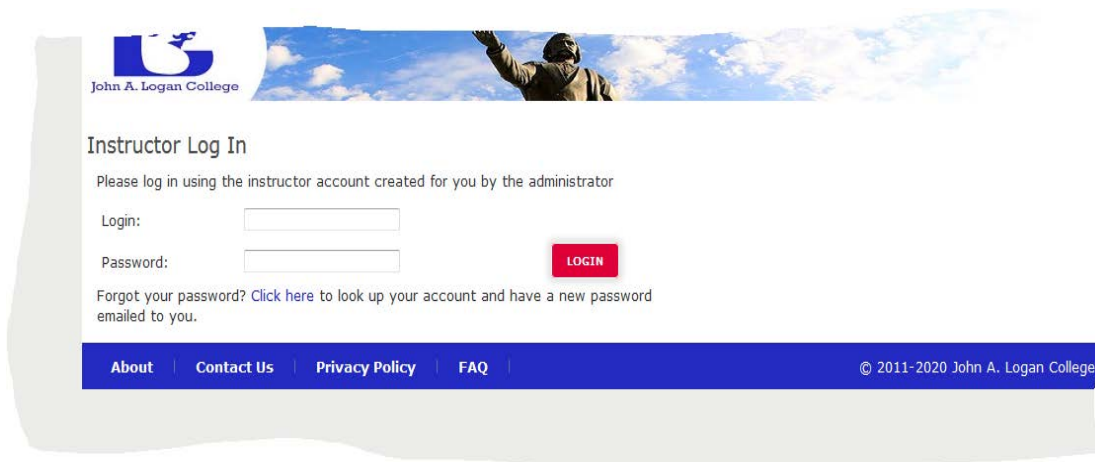



### Instructors

John A. Logan College's Community Education area offers a web portal for current instructors. Here, instructors can access course-work syllabi, class rosters, student contact information, post student grades and connect with students enrolled in their course. As a JALC instructor, you may access class enrollment numbers, and other useful information through this website. Please call us at 618-985-3741 if you are having login issues.

[Get Started](#)

- Login



 John A. Logan College

### Instructor Log In

Please log in using the instructor account created for you by the administrator

Login:

Password:  [LOGIN](#)

Forgot your password? [Click here](#) to look up your account and have a new password emailed to you.

[About](#) | [Contact Us](#) | [Privacy Policy](#) | [FAQ](#) | © 2011-2020 John A. Logan College

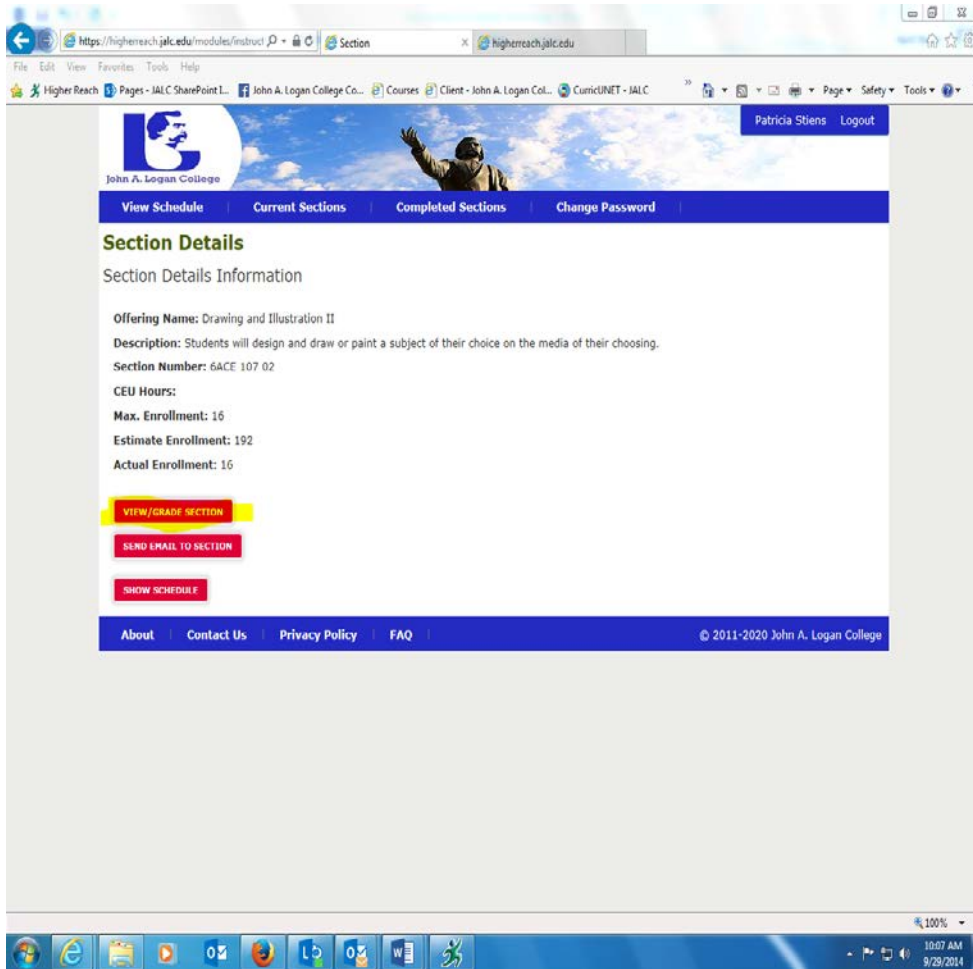
- Once logged in from here the instructor can view schedule, their current sections, completed sections, and change their password.
- Clicking current sections is where the instructor will go to view roster, email their class, input grades, and attendance.

The screenshot shows a web browser window displaying the instructor dashboard for John A. Logan College. The page title is "Section Activity" and the URL is "https://higherreach.jalc.edu/modules/instruct". The user is logged in as "Patricia Stiens". The dashboard has a navigation bar with "View Schedule", "Current Sections", "Completed Sections", and "Change Password". The "Current Sections" section is active, showing a table of current sections.

Offering Code	Name	Section Number	Start Date	End Date	Action
6ACE 107	Drawing and Illustration II	6ACE 107 02	09/10/2014	11/19/2014	<a href="#">SHOW DETAIL</a>
6ACE 107	Drawing and Illustration II	6ACE 107 03	09/11/2014	11/20/2014	<a href="#">SHOW DETAIL</a>

The footer of the page includes links for "About", "Contact Us", "Privacy Policy", and "FAQ", along with the copyright notice "© 2011-2020 John A. Logan College".

- Under current section show details brings up the class roster and grade details. Click view/grade section.
- See illustration below



- Under attendance Actual (Hours) use your attendance record sheet to see the accumulative number of hours each student came to class. Choose the assign grade from the drop down (use your best judgment if they came half of the time at least give them a pass if not give them N/A) Then hit submit. Do this for each student.



Staff Resources | Grade Section

https://jalc.staging.campusops.net:8443/modules/instructor/index.html?action=gradeSection&sectionID=31

Most Visited | Getting Started | PB Client - John A. Logan ... | Courses | CURRICUNET - JALC | Higher Reach | John A. Logan College... | Pages - JALC SharePoi... | Staff Resources | Suggested Sites

John A. Logan College

April Stanly | Logout

View Schedule | Current Sections | Completed Sections | Change Password

### Grade Roster

Serial Number	Student Name	Email Address	Grade Scale	Attendance Expected (Hours)	Attendance Actual (Hours)	Current Grade	Assign Grade
000000010	Colombo, Sheila	sheilacolombo@jalc.edu	Pass/Fail	12	<input type="text"/>		<input type="button" value="SUBMIT"/>
000000407	Etienne, Camilla D	launa.davis@jalc.edu	Pass/Fail	37.5	<input type="text"/>		<input type="button" value="SUBMIT"/>
000000376	Klug, Kate	kate.klug@jenzabar.net	Pass/Fail	12	<input type="text"/>		<input type="button" value="SUBMIT"/>
000000377	Klug, Trey	kate.klug@jenzabar.net	Pass/Fail	12	<input type="text"/>		<input type="button" value="SUBMIT"/>
000000399	Newberry, Michael J.	launadavis@jalc.edu	Pass/Fail	12	<input type="text"/>		<input type="button" value="SUBMIT"/>
000000396	Shepard, John A	aprilstanly@jalc.edu	Pass/Fail	12	<input type="text"/>		<input type="button" value="SUBMIT"/>
000000401	Stanly, Lori	aprilstanly@jalc.edu	Pass/Fail	12	<input type="text"/>		<input type="button" value="SUBMIT"/>

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9:58 AM 8/11/2014

## Higher Reach Student Login/Registration

1. Go to website higherreach.jalc.edu
2. Click Get Started under Continuing Education
3. Click Login to Create Student
  - Click create account
  - Have the student fill out all the information that it asks for (**Student must have an email address**)
  - Once student has filled out the information, click create
4. To Register for courses, click Go To Login
  - Put cursor on Find a Course
  - Click on Course Catalogs
  - Choose a catalog and courses will be displayed for that specific catalog
    - **Course numbers that are in red are available for Registration**
  - Click on the course the student wants and the available sections will appear underneath
    - The student can click on the red section number to see further details about the course.
    - ii. From here the student can click on **FULL SCHEDULE to see the dates of the class and where the class will be taking place.** They can then click the ADD TO CART button.
    - iii. On the right side, they can choose to VIEW CART or CHECK OUT. If they want to register for more than one class, then go back to Step 4.
5. To Check Out and Pay
  - Click CHECK OUT on the right side
  - **If a Promo Code can be applied, type the Promo Code in the box and click apply first before clicking MAKE PAYMENT.**
  - Once the student has entered any promo codes, if applicable and has reviewed the total amount due, click MAKE PAYMENT.
  - This will take the student to the Payment Gateway
  - Student will fill out the Credit Card Information and then click Success.
  - Once the student has clicked Success, it will take them back to Higher Reach and they will see a Confirmation Number
  - Click on CONTINUE TO NEXT STEP
  - The student then will get an Order Completed screen, which says “Thank you for your order. Your order has been completed.”

## 6. Completed Registration

- Once the student has completed registering, they will receive 3 separate emails.
  - They will get a registration confirmation email, an Invoice email and a Payment Receipt email.
- The student can also check their schedule, sections that they are enrolled in under ACADEMICS. They can also update information, change password, check their order & payment history and can pay any balances they may have by logging in to their Higher Reach account.