

## Online Program Enrollment Process

### **Step 1: Application**

- Complete **Online Application Form**
  - Submit: Student's Academic Transcripts

### **Step 2: Acceptance**

- Student will be notified of his or her acceptance. Acceptance letters will be sent to the e-mail addresses provided in the Online Application Form and will include:
  - **Course Selection Sheet**
  - **Tuition Invoice**

### **Step 3: Enrollment Finalization**

- Submit **Course Selection Sheet**
- Submit **Tuition**

### **Step 4: Student Record and Orientation**

- Once the items above are submitted, students will receive a **Student Record** and **Orientation access**.
  - Student Record:
    - Log-In Credentials
    - Start Date of Course(s)
    - Confirmation of Course(s) and Enrollment Type
  - Orientation:
    - When students log-in for the first time, they will need to complete the Orientation course pre-loaded into their Buzz Accounts.
    - Students should review the Orientation Packet PDF which will also be provided to them.

### **Step 5: Congrats!**

- You are now a Raider and officially enrolled in Washington Academy's Online program!