How to Request a Course with VirtualSC
Step 1

Visit http://virtualsc.org
Step 2

Choose the Dashboard Login button
Step 3

Enter your username and password to select Sign Me In
Step 4
Click Request Courses in the grey box on the left of the screen
Step 5

Use the drop-down menu to select the term of the course requested

Please note:
Students must hit Register before toggling to another term to request courses
Please Note:

Use the drop-down menu to select the term of the course being requested

- Yearlong courses will be in the **Yearlong** term
- Credit Recovery courses will be in the **Credit Recovery** term
- Fall or Spring semester courses will be in the corresponding **Fall** or **Spring** term
Step 6

Select the desired course by checking the corresponding box in the Select column.
Please Note:

- Students requesting Credit Recovery courses may choose a start date using the drop-down box in the **Start Date** column.

- Initial Credit courses have a default start date and future start dates may not be chosen.
Step 7

Review the **Notes** column for the courses selected, then click **Register**
Please Note:
The student will receive this notification if the course selection is successful.
Final Steps:

- Review your course requests and request status at the bottom right of your dashboard screen.
- Click Mentor Information and be sure that your school counselor is correct.
- If the information is not correct, please contact Student Services:
  - Web: Help Desk Form
  - Email: virtualsc@ed.sc.gov
  - Phone: 803-734-8039
Congratulations!

You have completed the steps required to request a course.

Please feel free to contact VirtualSC Student Services for any additional assistance at 803-734-8039