

Oakschool Class Enrollment Guide



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Your Comprehensive Resource for Class Registration

Finding Classes

You can search for classes by name, teacher, location, day, or time. Utilize filters for subject, career, and quarter to narrow your search. Course cards display essential information including the quarter, subject, eligibility, curriculum details, and available spots.

Viewing Class Details

To get a full understanding of a class, including a detailed description and any prerequisites, click on the "View Details" button.

Registration & Account Setup

- **Returning Students:** Simply click "Register" to log in to your existing account.
- **New Families:** Create a new account using your Google account or email address.

Adding/Managing Students

Navigate to the student management section by clicking "Add Student". You will need to provide the student's legal name, grade, program type (PLA or VLA), teacher, SSID, Sage Oak email, and shipping address.

- Teacher, SSID, and student email can be found in your [Parent Portal](#).



- If you do not know who your student's teacher is yet, you may select *"None-not yet assigned"* from the teacher drop-down selections. Account holders can log back in before open enrollment to update this information.

Enrolling in Classes

Once you have added your student(s), you can filter classes by student. Click on "Class Info" or "Enroll" to proceed. You will have a 15-minute window to complete the checkout process once you have added a class to your cart. Upon successful enrollment, you will receive a confirmation email.

Dropping Classes

To drop a class, go to the "Enrollments" tab. You can self-service drops up to one week before the class start date. After this period, you will need to submit a "Drop Request". Please note that no refunds are issued after the class start date.

Waitlist System

If a class is full, you can join the waitlist. You will receive an email notification when a seat becomes available. You will have 24 hours to confirm your enrollment; otherwise, the seat will be auto-released.

For any questions, please contact oakschool@sageoak.education



Frequently Asked Questions

General Information

What is Oakschool?

Oakschool is an educational program designed to provide flexible and comprehensive learning opportunities for students. We offer a wide range of classes and resources to support your child's academic journey.

What do PLA and VLA mean?

PLA stands for **Personalized Learning Academy**, and VLA stands for **Virtual Learning Academy**. These designations refer to the program delivery method.

Account Management

How do I create an account?

New families can create an account by clicking the "Sign Up" button and choosing to register using their Google account or an email address.

How do returning users log in?

Returning students and families can log in by clicking the "Register" or "Login" button and entering their established credentials.

What is the student dashboard?

The student dashboard is your central hub for managing your student's academic information, including their enrollments, profile details, and past class history.



How do I add a new student?

From your account dashboard, click on the "Add Student" button. You will be prompted to enter the required information for the new student.

What information is required for each student?

Required information includes the student's legal name, grade, program type (PLA/VLA), assigned teacher of record, SSID, Sage Oak email address, and shipping address.

What is an SSID and where do I find it?

SSID stands for **Student Statewide Identifier**. This is a unique number assigned to each student. This ID should be kept confidential. If you are in need of it, please contact your teacher of record or check the Parent Portal for that information.

Can account holders edit student profiles?

Yes, account holders can edit student profiles at any time by navigating to the student's profile within their dashboard.

Why is the shipping address important?

The shipping address is crucial for delivering any physical course materials, textbooks, or supplies required for specific classes.

Can I see previous classes?

Yes, your student's enrollment history, including previously taken classes, can be viewed within their student dashboard.



Class Search and Registration

What are the enrollment steps?

1. Search and select your desired classes.
2. Filter by student if enrolling multiple children.
3. Click "Enroll" to add the class to your cart.
4. Proceed to checkout to confirm details and complete the enrollment.

How long do I have to check out?

You have a 15-minute window to complete the checkout process once you have added a class to your cart.

What if my student isn't eligible?

If a student is not eligible for a particular class, it will be indicated on the course card and during the enrollment process. You may need to meet specific prerequisites or grade level requirements.

Will I receive confirmation?

Yes, you will receive a confirmation email detailing your enrollment once the checkout process is completed.

Can my students enroll in multiple classes at once?

Yes, your student can enroll in multiple classes simultaneously. Add all desired classes to your cart before proceeding to checkout.

Is there priority registration?

All enrollments and waitlist offerings are on a first-come, first-served basis.



Can I enroll in classes that meet at the same time?

The system will not allow students to enroll in multiple classes that take place on the same day/time. Please choose the most preferred class.

How do I search for classes?

You can search for classes using keywords related to the class name, teacher, location, day, or time. The search bar is located at the top of the class catalog.

Can I register from the course card?

While you can see enrollment options, you will need to click "Enroll" or "Class Info" to initiate the registration process and proceed to checkout.

How do I know if curriculum is included?

Information regarding whether curriculum is included is indicated on the course card. More detailed information can be found in the full class description.

What payment methods are accepted?

Classes cannot be paid for out of pocket. School-issued instructional funds (IFs) are the only method of payment for Oakschool classes. Please contact your teacher of record for your student(s)' IFs account balance.

Drops & Swaps

How do I drop a class?

Navigate to the "Enrollments" tab in your student's dashboard and click the "Drop Class" button associated with the specific course.



When can I drop?

You can drop a class without penalty up to one week before the class start date. After this, a "Drop Request" must be submitted.

What's the refund policy?

Refunds are typically not provided after the class start date. Please review the specific refund policy outlined during the enrollment process or contact The Oakschool Team for details.

Can I swap classes?

Class swaps are generally handled by dropping the unwanted class (if within the eligible timeframe) and then enrolling in the desired new class.

Waitlist

How does the waitlist work?

When a class is full, you can join the waitlist. You will be notified via email if a spot opens up.

What happens when offered a seat?

If offered a seat from the waitlist, you will receive an email notification. You must confirm your enrollment within 24 hours.

What if I don't respond in 24 hours?

If you do not respond to the waitlist offer within 24 hours, the seat will be automatically released to the next person on the waitlist.



Can I decline a waitlist seat?

Yes, you can decline a waitlist seat if you are no longer interested or have enrolled in another class. This helps ensure others can access the available spot.

Technical Support and Policies

Who can help?

For enrollment questions, technical issues, or general inquiries, please contact oakschool@sageoak.education.

What if I forget my password?

If you forget your password, click the "Forgot Password" link on the login page. You will receive instructions via email to reset your password.

Can I make schedule changes?

Schedule changes after the enrollment period may be limited and depend on class availability and Oakschool policies. Contact the Oakschool Team for specific guidance.

When does registration open?

Registration opening dates for the year are announced on the Oakschool website and via email communication. Please monitor these channels for announcements.

Are there class size limits?

Yes, classes have a maximum capacity to ensure a quality learning experience. These limits are often visible on the course cards.



What if there's a technical issue?

If you encounter any technical difficulties during the enrollment process or while accessing course materials, please contact our support team at oakschool@sageoak.education immediately.