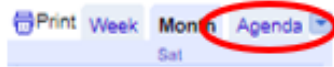


Level II, III, and IV moderated modules are available for members to enroll in individual classes. The Squadron and Group Commander Course modules are only offered as a series. See the information under Commander Courses about how to enroll in these courses.

Registering for ViR Classes

Click [ViR Calendar](#) to access the calendar listing. Below is information on how to find modules in the ViR Calendar. Volunteer University modules for Levels II, III, IV, and Squadron Commander Courses are offered through the ViR Program.



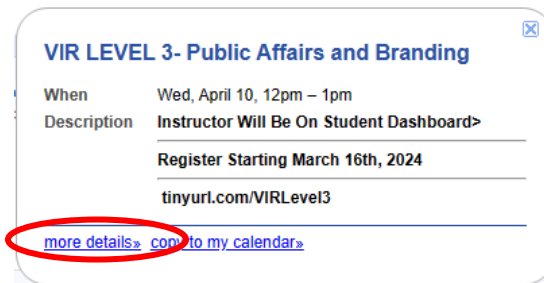
block or the *Agenda* list.

Instead of scanning through all the blocks looking for a specific module, click on *Agenda* in the top right corner of the calendar to view a more readable list. You can register from either the *Calendar*

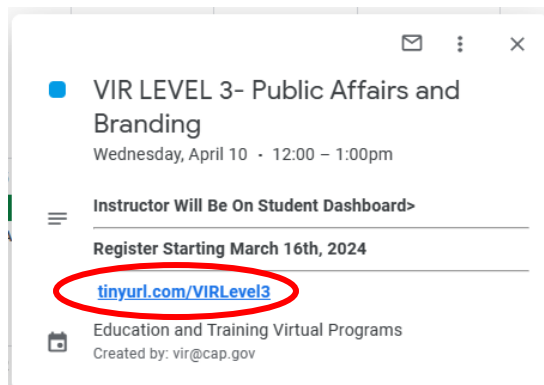
NOTE: You can quickly find items on a webpage instead of scanning the entire page. Hold down the Ctrl key on a PC computer and press the letter *F*. On a Mac computer, it is the *Command* key instead of *Ctrl F*. *Ctrl F* will open a box on the webpage. Type in the box the module's name (or part of the name). As you type in the word you are looking for, all the words that begin with those letters are highlighted on the screen.

Click on the module you wish to register for and follow the instructions. Below is an example of how to register. After clicking on the class, a popup window appears.

Click on the *more details* link.



A Google calendar webpage appears with a popup box. Click on the link in this popup box to begin registration. Complete the process.



ViR requires that you thoroughly read the entire registration information when you enroll. There are important instructions and information you are acknowledging. **This includes how to access the class. Do not wait until the day and time of the class to scramble to find the link. You will not be able to enter the class after it has started. It is your responsibility to understand the instructions.**

If you cannot attend the module you signed up for, please contact the ViR instructor so they can offer the spot to another member on their waitlist. You can take these modules even if you are enrolled in a cohort. Just let your cohort instructor know when you complete a module in ViR. NOTE: It is the responsibility of the student to be fully prepared to participate in the class to receive credit.

Squadron and Group Commander Courses

Squadron Commanders Course (SCC) is offered in the Spring, Summer and Fall Semesters
Group Commanders Course (GCC) is offered in the Spring and Fall Semesters

ViR accepts interest in these courses throughout the year from eligible members. This system of interest periods is designed to better tailor the registration process for the Command Electives. Typically, by the close date of the interest period, slotting (registration) for individual modules begins. Openings in a semester will be offered to registrants in the next interest period when they occur. When registration is open for the interest period, it will be announced.

Interest periods typically close as follows:

Spring Semester: The earlier of March 1 or obtaining 45 registrants for SCC and 20 for GCC.
Slotting will typically be confirmed by March 15th.

Summer Semester: The earlier of June 1 or obtaining 45 registrants for SCC.
Slotting will typically be confirmed by June 15th.

Fall Semester: The earlier of September 1 or obtaining 45 registrants for SCC and 20 for GCC.
Slotting will typically be confirmed by September 15th.

ViR Policies

Prior to the Module, I Shall:

1. Add the Modules I have registered for to my calendar. Modules are listed in EASTERN time so the student will adjust to their local time. NOTE: ONLY registered students will get credit.
2. Download the Class Materials and read the student guide. Links are on the [Student Dashboard](#)
3. Complete and submit all Pre-Course Work
4. Bookmark the [Student Dashboard](#)
5. Ensure I have access to Teams and Zoom and have internet access.
6. Withdraw no later than the Saturday before a scheduled session that I am unable to attend.
 - a. I will use the Withdrawal Form on the Student Dashboard, No other method is acceptable to Withdraw.
 - b. In emergency situations ONLY, I will email VIR@cap.gov. VIR Administration may opt to negate the absence.
 - c. Three or greater no-notice absences may result in being precluded from registering for VIR sessions for the current and following semester.
7. Check the Class Alerts on the Student Dashboard for cancellations and postponements.

At the Time of the Module, I Shall:

1. Refresh the Student Dashboard to ensure it is the most current version.
2. Click the link for the classroom and enter any passwords into Zoom or Teams
3. Enable audio and video.
4. Be in a CAP-approved Uniform.
5. Be attentive, participate, and demonstrate the Core Values

In the Event I am Unable to Access the Module Using the Provided Link, I Shall:

1. Use [Troubleshooting & Course Access](#)

After The Module, I Shall:

1. Complete the Post-Course Work and submit it to the instructor.
2. Check that my credit was entered correctly in eServices ONE FULL WEEK after the module was delivered OR the Post Course work is due, whichever is later. The path to do this is Menu>Professional Development>Professional Levels> Professional Levels (Under Accomplishments) and enter your CAP ID and Name then search. Items marked APPROVED are credited. NOTHING completed via VIR will be in Axis.
3. Notify VIR@cap.gov once ONE FULL WEEK has passed since the latter of the module being completed OR the assignment being due if credit has not been received.

Other Policies:

1. In accordance with CAPR 40-1, students must fully complete the previous Level before being given credit for modules in the next level. We do not have the ability to enter credit for later modules. SCC and GCC may be taken at any point, however.
2. Under no circumstances should students be contacting instructors for attendance/registration questions. Those should be addressed to vir@cap.gov
3. If you are unable to attend in uniform, one of these options may be used:
 - a. Military or public safety uniforms you are authorized to wear OR
 - b. Business/business casual attire
4. VIR Maintains a "Waitlist" for some modules where registrations have exceeded available seats. These will show as "WAITLIST" on your registration. You must check the WAITLIST link on the [Student Dashboard](#) prior to accessing the class to see if you were admitted or not admitted. Waitlists are updated each Sunday for Monday - the following Sunday.

Updated: 20 Mar 2024