



STUDENT INSTRUCTIONS FOR ONLINE HONORS OPTION SYSTEM

1. Speak with your instructor and request for an Honor Option. Be sure the class and the instructor is on the [List of Approved Honors Faculty for Honors Options](#).
2. Inform the instructor that you will submit the Honors Option Contract online.
3. Go to: www.avc.edu/honors
4. On the left side of the page click on: **Contract System**
5. Click on **Student Honors Option Contract**
 - a. Complete first name, last, your email address, student id# and CRN
 - b. Select designated faculty member
 - c. Check the box “I have read, and will comply with, all terms of the Honors Option Contract”
 - d. Click: “submit: button”
 - i. **DO NOT SUBMIT LINK IF YOU HAVE NOT DISCUSSED THE HONORS OPTION WITH YOUR INSTRUCTOR**
6. You will receive an email from your designated faculty member with an attachment about the guidelines. Save the document!