



STUDENT INSTRUCTIONS FOR HONORS OPTION CONTRACT SYSTEM

1. Speak with your instructor and request 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. Make sure to submit the Honors Option Contract request before the fourth week of classes. The earlier the better.
4. Go to: www.avc.edu/honors
5. On the left side of the page click on: **Contract System**
6. 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

******DO NOT SUBMIT LINK IF YOU HAVE NOT DISCUSSED THE HONORS OPTION WITH YOUR INSTRUCTOR******

7. You will receive an email from your designated faculty member with an attachment about the guidelines. Save the document!