



# ACADEMIC POLICIES

## ACADEMIC TRACK

2025 – 2026

"Building your future together"

# 1 | WELCOME TO INTERNEXUS PROVO – ACADEMIC TRACK

Welcome to Internexus Provo! We are very happy you joined us. This guide explains what you need to know for daily academic life at the school. You can read it anytime during the semester if you forget something or have questions.

## In this guide, you will learn about:

- Academic office staff
- How to check grades and attendance
- Attendance rules and tardy policies
- How to request documents
- How grading works
- What counts as excused or unexcused absences
- Make-up work and late work
- Participation rules
- Academic integrity
- Book and activities policies
- Break request eligibility

We hope this guide helps you feel comfortable, confident, and ready to succeed.





# 2 | ACADEMIC OFFICE STAFF

If you need help with anything relating to topic in this document, please speak to any of us:



**Academic  
Coordinator**  
Karla Coca



**Assistant  
Academic  
Coordinators**  
Josh Erickson



**Assistant  
Academic  
Coordinators**  
Ewerton Fonseca



**Headteacher**  
Roseli Zimmerman

We can also redirect you to the right office/person in case you have a question we cannot help with.

You may always contact us at  
[academic@internexusprovo.edu](mailto:academic@internexusprovo.edu)

# 3 | SCHOOL CALENDAR



To access the school calendar go to:  
<https://internexusprovo.edu/calendar/>

The school calendar includes:

- Semester dates (each semester is 15 weeks)
- Session dates (each session is 5 weeks)
- Holidays (no school)
- Break periods (no school)
- Achievement test days
- Activity days
- New student start dates

Check the calendar often so you don't miss important dates.

# 4 | STUDENT REQUEST PORTAL

Use the portal to request:

- Transcripts (\$10)
- Paid make-up work (\$25 per day)
- Class shift changes
- Any other official document or request

**All requests must be submitted at least  
48 hours in advance.**

**Website:** [internexusprovo.edu/student-request-portal](https://internexusprovo.edu/student-request-portal)





## 5 | CHANGING CLASS SHIFTS

The school calendar includes:

- Shift changes are allowed **only after a session ends.**
- **No changes** are allowed in the middle of a session.
- Use the [Student Request Portal](#) to request the change.
- The Academic Coordinator or assistants will review and approve.

## 6 | QuickSchools.com

*Powerfully simple school management*

QuickSchools is our online system. Here you can see:

- Grades
- Attendance / Absences
- Teacher messages
- Your class schedule and syllabus
- The school calendar
- Assignments

You will receive an email from the school to register and log in.

Website:

[internexusprovo.quickschools.com](http://internexusprovo.quickschools.com)



# 7 | TARDY & LATE POLICY

Being on time is very important at Internexus.

## First Class of the Day:

### Morning Schedule

- 8:00–8:15 → On time
- 8:16–8:39 → Tardy
- 8:40–9:20 → Absent

### Evening Schedule

- 5:00–5:15 → On time
- 5:16–5:39 → Tardy
- 5:40–6:20 → Absent



## Second & Third Classes:

If you arrive even one minute late, you are considered tardy.

## Why this matters:

- Tardies lower your participation score
- Teachers may not repeat instructions
- Too many tardies can affect opportunities (ex: student jobs)

# 8 | ATTENDANCE REQUIREMENTS

To stay in good standing, you must have 80% attendance each session.

This means no more than 4 absences per 5-week session.

## Attendance Warnings:

- 4 absences → 1st warning
- 8 absences → 2nd warning
- 12 absences → 3rd warning
- 13 absences → Status at risk

If your attendance falls to 70%, your I-20 might be cancelled.



# 9 | EXCUSED ABSENCES

*Notes from dentists and chiropractors are not accepted.*



You can receive an excused absence only for:

## 1. Illness (doctor's note required)

The doctor's note must include:

- Student name
- Date of visit
- How long you need to rest
- Doctor's phone number
- Doctor's signature and contact information

## 2. Court appointments (documentation required)

- Work is NOT an excused absence.

*When in doubt, always ask the academic office.*



# 10 | MAKE-UP WORK

## If your absence is UNEXCUSED:

You can make up your attendance by completing all of the following:

- Paying \$25 per day missed
- Completing a 30-minute tutoring session
- Making up quizzes or presentations from that day
- ATTENTION: You CANNOT pay to make-up more than 3 days per session.

For classwork or homework, speak with your teachers.

## If your absence is EXCUSED:

- Your attendance will be marked present
- You must still talk to your teachers to make up homework, quizzes, projects, and presentations.
- In-class assignments will be marked as excused.





# 11 | LATE WORK

If you choose not to pay for make-up attendance, you may still submit late academic work:

- 1 week late → – 25% deduction
- 2 weeks late → – 50% deduction
- More than 2 weeks late → Not accepted

All late work must be requested with your teachers.



# 12 | GRADES

## If your absence is UNEXCUSED:

To pass the session, you need a final score of 70% or higher.

### Grade Breakdown:

#### General Work – 70%

- In-class assignments: 30%
- Homework: 20%
- Tests & quizzes: 25%
- Final projects/presentations: 25%

#### Achievement Test – 30%

You can improve your grade **only** before the session ends.





# 13 | PARTICIPATION & BEHAVIOR

Good participation shows responsibility and helps you succeed.

Participation includes:

- Being on time
- Bringing assignments and materials
- Staying focused during group and class work
- Being respectful to classmates, teachers, and staff
- Not eating or drinking in class (water only)
- Not using your phone unless approved
- Speaking English as much as possible

Participation grade may affect important decisions such as break requests and job opportunities on campus.



# 14 | ACADEMIC INTEGRITY

You must always do your own work.

## **Plagiarism includes:**

- Copying text from books or websites
- Using someone else's ideas without saying the source
- Submitting work someone else wrote

## **AI (Artificial Intelligence) Use**

### **Allowed:**

- Getting ideas
  - Vocabulary suggestions
  - Brainstorming help
- (You MUST say you used AI.)

### **Not Allowed:**

- Having AI write your whole assignment
- Using AI to translate full homework

### **Consequences:**

- 1st offense: redo work + discussion
- 2nd offense: zero + official warning
- 3rd offense: meeting with the director

# 15 | BOOKS

You must have all required books by Week 3.

If you do not have your books:

- You will lose participation and classwork points every day
- If you still do not order books, the school will order for you
- You must pay the full price the school pays

Where to find books:

- [BookFinder4U.com](http://BookFinder4U.com)
- [Amazon.com](http://Amazon.com)
- [Internexus Provo Book Exchange](#) (Facebook Group)

PDFs are allowed only on laptops or tablets, not phones.



# 16 | BREAK ELIGIBILITY

**To qualify for a break:**

- 80% attendance
- 70% grades
- Good participation
- Study for 2 consecutive semesters (no gaps)
- Be up to date on all payments
- Pay the \$150 return fee to hold your spot

**Break deadlines must be followed carefully.**



# 17 | ACTIVITIES

Every last Thursday of the session, we have a fun student activity with your class or school wide (calendar is subject to changes).

## Activities are:

- Mandatory
- Count as a class day for attendance
- A great way to practice English
- A chance to make new friends





# Thank you!

We are excited to have you here.

If you need help, just ask — we are here to support you throughout your journey at

**Inter nexus**  
PROVO

## ACADEMIC OFFICE



+1(801)717-2141



+1(801)717-2141

2121 N 550 W Suite: 100 - Provo - UT - 84604





Interne~~x~~us  
PROVO



# INTERACTIVE POLICIES

## INTERACTIVE TRACK

2025 – 2026

"Building your future together"



# 1 | WELCOME TO INTERNEXUS PROVO – INTERACTIVE TRACK

Welcome to Internexus Provo! We are very happy you joined us. This guide explains what you need to know for daily **academic life** at the school. You can read it anytime during the semester if you forget something or have questions.

## In this guide, you will learn about:

- Academic office staff
- How to check your grades and attendance
- Attendance rules and tardy policies
- How lab assignments work
- What counts as excused or unexcused absences
- Make-up work and late work
- How grades are calculated
- Participation expectations
- Academic integrity rules
- Book policies
- Break eligibility criteria

We hope this guide helps you feel comfortable, confident, and ready to succeed.



# 2 | ACADEMIC OFFICE STAFF

If you need help with anything relating to topic in this document, please speak to any of us:



**Academic  
Coordinator**  
Karla Coca



**Assistant  
Academic  
Coordinators**  
Josh Erickson



**Assistant  
Academic  
Coordinators**  
Ewerton Fonseca



**Headteacher**  
Roseli Zimmerman

We can also redirect you to the right office/person in case you have a question we cannot help with.

You may always contact us at  
[academic@internexusprovo.edu](mailto:academic@internexusprovo.edu)

## 3 | SCHOOL CALENDAR



To access the school calendar go to:  
<https://internexusprovo.edu/interactive-calendar/>

The school calendar includes:

- Semester dates (each semester is 14 weeks)
- Holidays (no school)
- Break periods (no school)
- Midterm and final exam days
- Activity days

Check the calendar often so you don't miss important dates.

## 4 | STUDENT REQUEST PORTAL

Use the portal to request:

- Transcripts (\$10)
- Paid make-up work (\$50 per day)
- Any other official document or request

**All requests must be submitted at least 48 hours in advance.**

**Website:** [internexusprovo.edu/student-request-portal](https://internexusprovo.edu/student-request-portal)





QuickSchools is our online system. Here you can check:

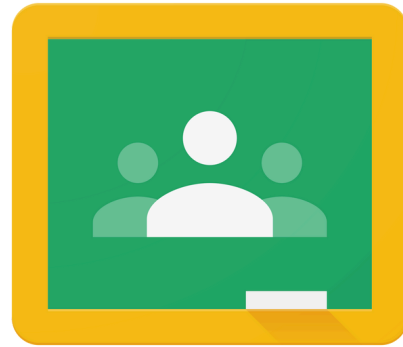
- Grades
- Attendance / Absences
- Access to Google Classroom

You will receive an email from the school to register and log in.

**Website:** [internexusprovo2.quickschools.com](http://internexusprovo2.quickschools.com)

Make sure to include the number “2” in the website link.

## **6** | **GOOGLE CLASSROOM**



In Google Classroom, you will find:

- Class syllabus and weekly schedule
- Messages from your teacher
- Class discussions and announcements
- In-class assignments and tests
- Lab assignments
- Lab schedule

You will receive access to your Google Classroom group during the Orientation Day.

# Google Classroom

# 7 | TARDY POLICY

Being on time helps you succeed and stay organized.

## **First Class of the Day:**

- 8:00–8:15 → On time
- 8:16 → Tardy

There is a **15-minute grace period for the first class only.**

## **Second/Third/Fourth Classes:**

If you arrive even **one minute late**, you are considered **tardy**.

### **Why this matters:**

- Tardies lower your participation score
- Teachers may not repeat instructions
- Too many tardies can affect opportunities (ex: student jobs)



# 8 | LECTURE ATTENDANCE REQUIREMENTS

Monday/Friday lecture days are a major part of your attendance (about 49% of overall attendance).

You must maintain 80% attendance to stay in good standing.

Attendance Warnings:

- 2 absences → **1st warning**
- 3 absences → **2nd warning**

At **70% attendance**, your I-20 **might be cancelled.**

## 9 | LAB ATTENDANCE REQUIREMENTS

Lab assignments are a major part of your attendance (about 51% of overall attendance).

Missing **more than 28 lab hours** in one semester (about 2 weeks) puts you under 80% for your attendance.

You will receive **monthly** warnings when your lab attendance is low.

At **70% attendance**, your **I-20 might be cancelled**.



## 10 | LAB ASSIGNMENTS & LAB HOURS

- You will complete lab assignments **weekly** after each lecture day.
  1. ATTENTION: when you don't have a lecture day with your teacher, you do not have new lab assignments (for example, orientation day, activity day, midterm/final days, and holidays).
- Lab assignments are posted under "Classwork" inside Google Classroom.
- Lab tutors are available in **room 101** at a specific schedule.
- Lab schedule is posted in the "**Stream**" of **Google Classroom** and on the door of room 101.





# 11 | EXCUSED ABSENCES

Excused absences are limited and approved only when necessary.

You may receive an excused absence for:

## 1) Medical emergencies (doctor's note required)

- The doctor's note must include:
- Student name
- Date of visit
- How long you need to rest
- Doctor's phone number
- Doctor's signature and contact information

Notes from dentists and chiropractors are not accepted. Doctor's notes are NOT accepted unless the situation is a major emergency approved by the academic office.



## 2) Court appointments (documentation required)

**Work is NOT an excused absence**

When in doubt, always ask the academic office





# 12 | MAKE-UP WORK

## If your absence is **UNEXCUSED**:

You can make up your attendance by completing all of the following:

- Paying \$50 per day missed
- Completing a 60-minute tutoring session
- Making up quizzes or presentations from that day
- **ATTENTION:** You **CANNOT** pay to makeup more than 2 days per semester.

For classwork or homework, speak with your teachers.

## If your absence is **EXCUSED**:

- Your attendance will be marked present
- You must still talk to your teachers to make up labs, quizzes, projects, and presentations.
- In-class assignments will be marked as excused.

# 13 | LATE WORK

Lab assignments are due **one week after they are posted** on Google Classrooms.

- **ATTENTION:** You have **one week** to complete your lab assignments **after they are posted** on Google Classroom.

Late work may be accepted:

- **1 week late → - 50%**

**No late work is accepted after one week.** All late work for labs must be requested with the tutors.

# 14 | GRADES

To pass the semester, you must have a final grade of 70% or higher.

## Grade Breakdown:

Your final grade is:

**50% Lecture + 50% Laboratory**

### Lecture (50%)

- In-class assignments – **30%**
- Unit quizzes – **20%**
- Final projects/presentations – **20%**
- Midterm/Final exams – **30%**

### Laboratory (50%)

100% Lab assignments and lab participation.

You can improve your grade **only before the semester ends**.



# 15 | PARTICIPATION & BEHAVIOR

Good participation shows responsibility and helps you succeed.

## Participation includes:

- Being on time
- Bringing assignments and materials
- Staying focused during group and class work
- Being respectful to classmates, teachers, and staff
- Not eating or drinking in class (water only)
- Not using your phone unless approved
- Speaking English as much as possible

Participation grade may affect important decisions such as break requests and job opportunities on campus.





# 16 | ACADEMIC INTEGRITY

You must always do your own work.

## Plagiarism includes:

- Copying text from books or websites
- Using someone else's ideas without saying the source
- Submitting work someone else wrote

## AI (Artificial Intelligence) Use

### Allowed:

- Getting ideas
- Vocabulary suggestions
- Brainstorming help

### (You **MUST** say you used AI.)

### Not Allowed:

- Having AI write your whole assignment
- Using AI to translate full homework

## Consequences

- **1st offense:** redo work + discussion
- **2nd offense:** zero + official warning
- **3rd offense:** meeting with the director



# 17 | BOOKS



PDFs are allowed only on laptops or tablets, not phones.

You must have your book by Week 3 of the semester.

If you do not have your books:

- You will lose participation and classwork points every day
- If you still do not order books, the school will order for you
- You must pay the full price the school pays

## Where to find books:

- [BookFinder4U.com](http://BookFinder4U.com)
- [Amazon.com](http://Amazon.com)
- [Internexus Provo Book Exchange](#) (Facebook Group)

# 18 | BREAK ELIGIBILITY

To qualify for a break:

- **80% attendance**
- **70% grades**
- Good participation
- **Study for 2 consecutive semesters (no gaps)**
- Be up to date on all payments
- Pay the **\$150 return fee** to hold your spot

ATTENTION: Students of the Interactive Track can only leave on break AFTER the semester ends.

Break application deadlines must be followed carefully.





# 19 | ACTIVITIES

There is one activity day during the semester.

It usually takes place the week after the midterm exam, but the calendar may differ.

## **The activity day is:**

- Mandatory
- Count as a class day for attendance
- A great way to practice English
- A chance to make new friends







# Thank you!

We are excited to have you here.

If you need help, just ask — we are here to support you throughout your journey at

**Inter nexus**  
PROVO



## ACADEMIC OFFICE



+1(801)717-2141



+1(801)717-2141

2121 N 550 W Suite: 100 - Provo - UT - 84604



Interne~~x~~us  
PROVO



# SCHOOL POLICIES

2025 – **2026**

"Building your future together"

# INTERNEXUS PROVO STAFF & DEPARTMENTS



**Center  
Director**  
Pricila Dutra

## **[director@internexusprovo.edu](mailto:director@internexusprovo.edu)**

Responsible for overseeing all school operations, maintaining compliance with federal regulations, and ensuring that all programs meet Internexus Provo's academic standards. The Director provides leadership and support to all departments.



**Assistant  
Director / DSO (Designated  
School Official)**  
Douglas Dutra

## **[dso@internexusprovo.edu](mailto:dso@internexusprovo.edu)**

Supports the Center Director in daily operations, supervises staff as needed, assists students with school-related concerns, and ensures that administrative procedures run smoothly.

Supports the PDSO with immigration compliance, updates SEVIS records, signs I-20s for travel, and helps students with visa-related requests such as transfers and extensions.



**Administrative Assistant**

Lisie Klein

**[admin@internexusprovo.edu](mailto:admin@internexusprovo.edu)**

Responsible for hiring students and supervising the Cleaning team.



**PDSO (Principal Designated School Official)**

Ivanisi Dutra

**[pdso@internexusprovo.edu](mailto:pdso@internexusprovo.edu)**

Leads the SEVIS department and is responsible for issuing and maintaining all I-20 forms. The PDSO makes sure the school follows all F-1 visa regulations and assists students with immigration questions.



**Finances Department**

Fabio Paneque

**[finance@internexusprovo.edu](mailto:finance@internexusprovo.edu)**

Responsible for tuition payments, invoices, receipts, payment plans, and financial questions. This department also monitors autopay contracts and overdue balances.





**Academic  
Coordinator**  
Karla Coca

## **academic@internexusprovo.edu**

Organizes academic schedules, ensures teachers and classrooms are assigned properly, and manages the daily flow of classes and school activities.



**Coordinator  
Assistant**  
Josh Erickson



**Coordinator  
Assistant**  
Ewerton Fonseca

## **academic@internexus provo.edu**

Supports the Coordinator with classroom logistics, attendance monitoring, teacher requests, and student materials. Helps ensure classrooms operate efficiently.



**Head Teacher**  
Roseli  
Zimmerman

Supervises the academic team, supports teachers, reviews student progress, and ensures that classes follow Internexus standards. Also helps with level placement and academic concerns.







**Admissions  
Department**

Camilla Nobrega



**Admissions  
Assistants**

Denise Candido

**admissions@internexus  
provo.edu**

Handles new student applications, processes required documents, communicates with incoming students, and ensures students meet admission requirements.



**Front Desk**

Leticia Pereira



**Front Desk**

Rocio Vinceti

**frontdesk@internexus  
provo.edu**

The first point of contact for students. Assists with check-ins, general questions, directions, and provides basic support for all departments.



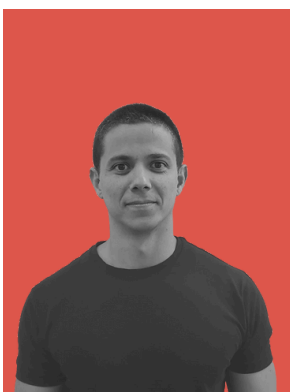


**Student  
Services**

Alvaro Meraz

**[studentservices@internexusprovo.edu](mailto:studentservices@internexusprovo.edu)**

Supports students with school life needs, orientation, events, campus questions, and student well-being. This department helps students adjust to Internexus and life in Provo.



**Student  
Development**

Johnny Silva

**[studentdevelopment@internexusprovo.edu](mailto:studentdevelopment@internexusprovo.edu)**

Focuses on student progress, goals, participation, and success strategies. Helps students with academic improvement, personal development, and engagement in the school community.



# PARKING

Students may park only in the designated areas shown in the parking map/photo provided. Please follow all restrictions to avoid being ticketed or towed. Parking in unauthorized areas is not permitted.



# STUDENT REQUEST PORTAL

Students must use the Student Request Portal to request any official school documents or immigration-related support.

Examples of requests include:

DMV Letter / I-20 Renewal / Travel Signature / Enrollment Letter / Transcript or Certificate / Transfer Out Request

Portal Link: <https://internexusprovo.edu/student-request-portal/>

## **Processing Time:**

Up to 48 hours.  
Please submit  
your request  
ahead of time  
and wait for our  
reply through the  
portal or  
WhatsApp.





# PAYMENTS

Internexus Provo offers **3 payment methods:**

- Bank Transfer (U.S. banks only)
- Cash at the school
- Debit/Credit Card (additional \$15 fee applies)

## Payment Options

- Full semester payment in 1 payment, OR
- 4 installments

## Installment Plan Requirements

To be approved for the 4-installment plan:

- Autopay is mandatory
- Students must provide bank account or card information
- Payment information must remain active during the semester





# CONTRACT CANCELLATION POLICY

When students enroll, they sign a Terms and Conditions Contract agreeing to a full semester (3 sessions).

If a student decides to leave before finishing the semester, they must pay:

- The amount for the days attended, plus
- 25% of the full semester tuition

**Important:**

- Students pay for a full semester, not monthly.
- Monthly payments are part of the installment plan, but they do not represent the cost of one session.
- Each session is 5 weeks, and tuition covers all three sessions together



# NO FOOD OR DRINKS INSIDE CLASSROOMS

To keep classrooms clean and professional:

- ❌ Eating or drinking is not allowed inside the classroom.
- ✓ Only water is permitted.

This policy prevents spills, damage, and distractions.



# STUDENT ID

Students receive a school ID card, which can be used to get discounts at many stores, restaurants, and entertainment venues.

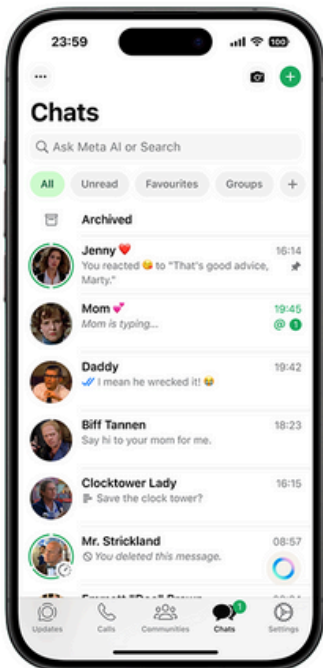
Visit: [studentdiscountlist.org](https://studentdiscountlist.org) for a complete list of student discount partners.

Do not lose your ID.

There is a \$15 replacement fee for lost IDs.



# WHATSAPP COMMUNICATION



Internexus Provo uses WhatsApp to communicate with every student.

It is mandatory that students:

- Install the WhatsApp app on their phone
- Save the school number: 801-717-2141
- **Keep their phone number updated with the school**

WhatsApp is the main communication channel for:

- Schedule changes
- Reminders
- Emergency notifications
- Immigration updates
- School events

Not having WhatsApp may cause students to miss important information.



InterneXus  
PROVO



---

**INTERNATIONAL  
STUDENT  
SUCCESS** |  
POLICIES GUIDE

**(ISS)**

2025 – **2026**

"Building your future together"



Welcome to the International Student Success (ISS) Guide for Internexus Provo. This guide explains the most important information international students need to understand immigration rules, school expectations, and how to maintain F-1 status. You may return to this document anytime if you have questions or need clarification.

# I-20S AND TRAVELING ABROAD

This section explains what you must do before traveling outside the United States and returning as an F-1 student.

- Check your I-20 travel signature (must be valid within the last 12 months).

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

SEVIS ID: N0005790927 (F-1)

NAME: Johnny Dollar

EMPLOYMENT AUTHORIZATIONS

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE

15 JANUARY 2025

CURRENT SESSION END DATE

19 MAY 2025

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
Douglas Dutra	DSO	X 	12/03/2025	Internexus Provo
		X		
		X		
		X		
		X		

- Ensure your passport is valid for at least 6 months beyond your return date.



- Verify your F-1 visa is still valid for re-entry.

- Carry required documents in your hand luggage: passport, visa, signed I-20, enrollment confirmation, school contact info.



- Stay enrolled full-time for the upcoming semester before traveling.

- Check travel advisories, embassy processing times, and any restriction updates.



- Book a return flight early to arrive before classes start.

- Be prepared for CBP (Customs and Border Protection Officer) questions about your school and program.



PROGRAM OF STUDY		
EDUCATION LEVEL BACHELOR'S	MAJOR 1 History and Philosophy of Science and Technology 54.0104	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 04 APRIL 2016
START OF CLASSES 01 JUNE 2016	PROGRAM START-END DATE 04 MAY 2016 - 30 MAY 2020	

- Confirm your SEVIS status is Active (talk to your DSO if unsure).

# 2 | MEDICAL LEAVE

This section explains the difference between a regular doctor's note and an official immigration medical leave.

**A doctor's note** is a short letter after a consultation stating rest time recommendations.

**A medical leave** is an official immigration request for **long-term treatment** and recovery (up to 5 months).



Medical leave cannot be combined with break periods.

Students must talk to a DSO to request and process medical leave authorization.

## 3 | JOB OPPORTUNITIES AT INTERNEXUS PROVO

Here you will find the requirements and expectations for applying to on-campus jobs.

- Students may apply for part-time work inside the school.
- Eligibility requirements include:
  - 80% attendance
  - 70% minimum grades
  - 75% participation
  - No overdue payments
  - At least 2 completed semesters at Internexus Provo
- Jobs are offered on a first-come, first-served basis each semester.



## 4 | TRANSFERS

This section explains how to request a school transfer while remaining compliant with F-1 immigration rules.

- Transfer requests must be submitted in Week 4 of the current session.
- Internexus Provo will never deny a student's right to transfer.
- All transfers must follow U.S. immigration regulations.
- Students who do not meet attendance or academic requirements may only transfer with a terminated I-20.
- Students under contract must pay their cancellation fee before transferring.
- Unpaid tuition may result in a terminated SEVIS record and additional legal or financial consequences.



# 5 | RELEVANT IMMIGRATION UPDATES

This section includes important updates that may affect your F-1 status.

- There are currently no updates about the proposed D/S rule change.
- SEVP/SEVIS continues to cancel students with criminal records without prior notification.
- DSOs are under increasing pressure to report violations immediately.
- Do not say you are 'volunteering' to anyone at the school; this can create serious problems.
- Be careful with scams pretending to be from SEVP.





Interne~~x~~us  
PROVO



**QuickSchools.com**  
*Powerfully simple school management*

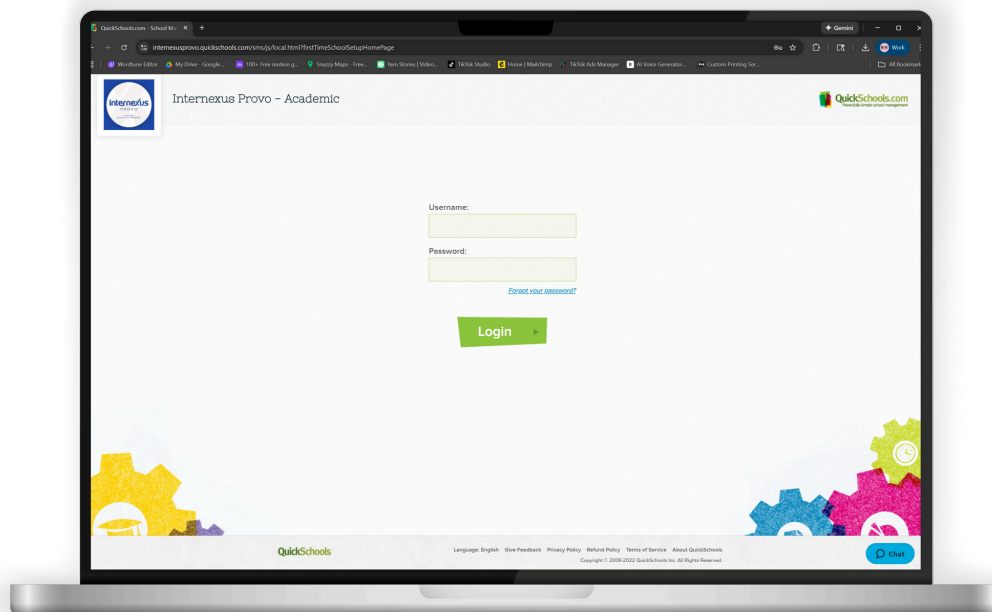
# STUDENT TUTORIAL

2025 – **2026**

"Building your future together"

For the best experience when logging in and completing your work on QuickSchools, we strongly recommend using a laptop or desktop computer.

While smartphones can be used, some features may not work properly or may be harder to access on a small screen.



# HOW TO LOG INTO QUICKSCHOOLS

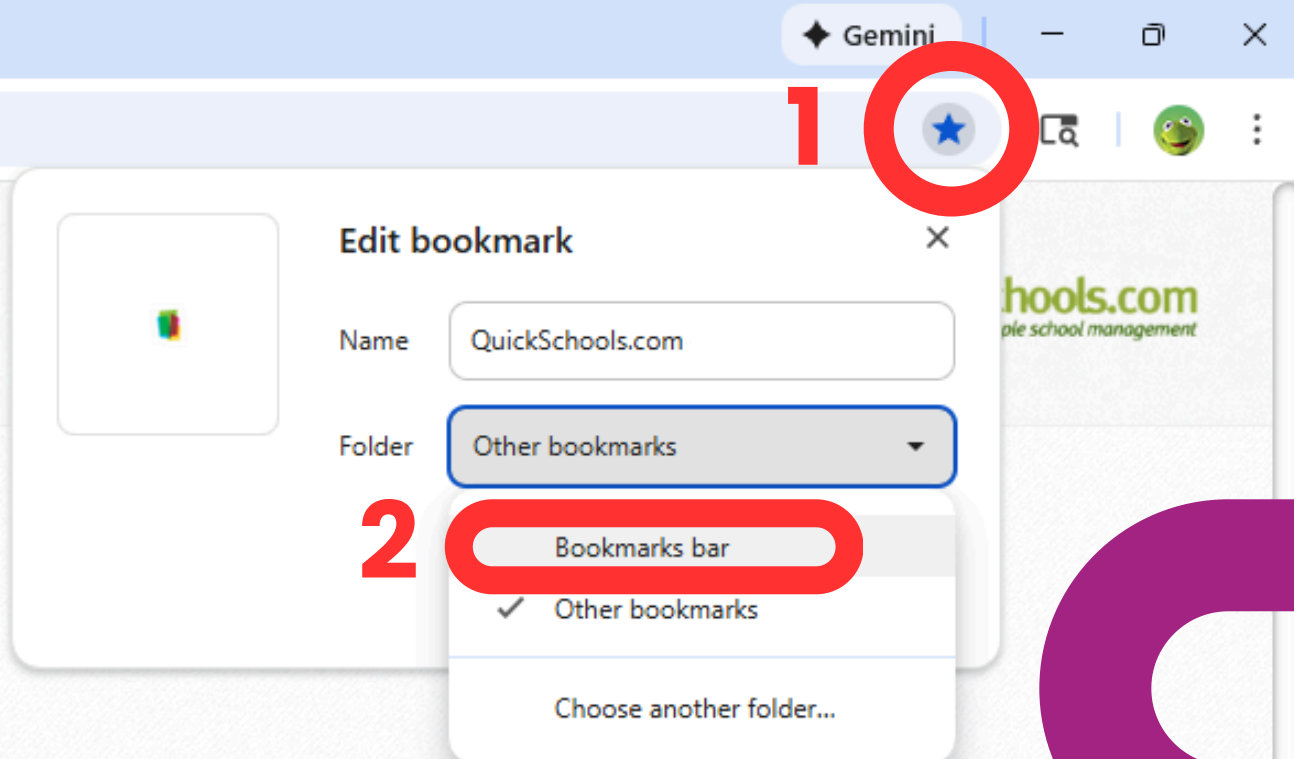
Look for a personal e-mail from the academic office(**academic@internexuprovo.edu**)  
It should look like this:

<http://internexuprovo.quickschools.com>

Log in using:

- Username (example): goodstudent@gmail.com
- Password (example): 2112

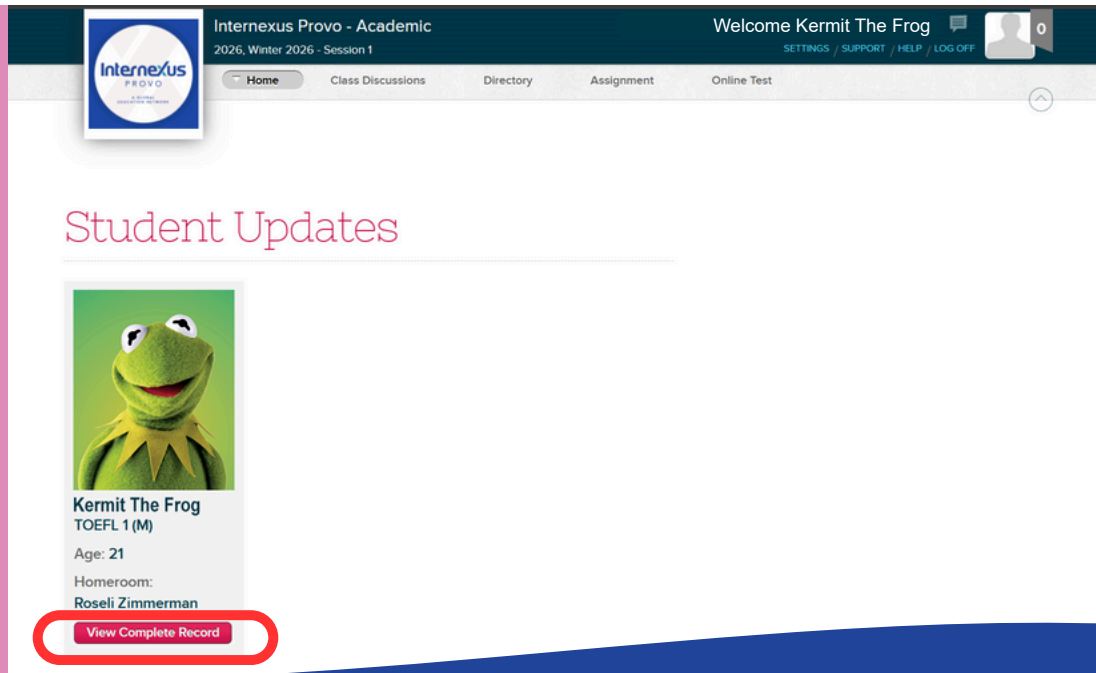
SAVE IT in the Bookmarks/Favorites of the browser of your choice



# HOW TO SEE YOUR GRADES

1

View Complete Record




Internexus Provo - Academic  
2026, Winter 2026 - Session 1

Welcome Kermit The Frog

SETTINGS / SUPPORT / HELP / LOG OFF

Home Class Discussions Directory Assignment Online Test

## Student Updates



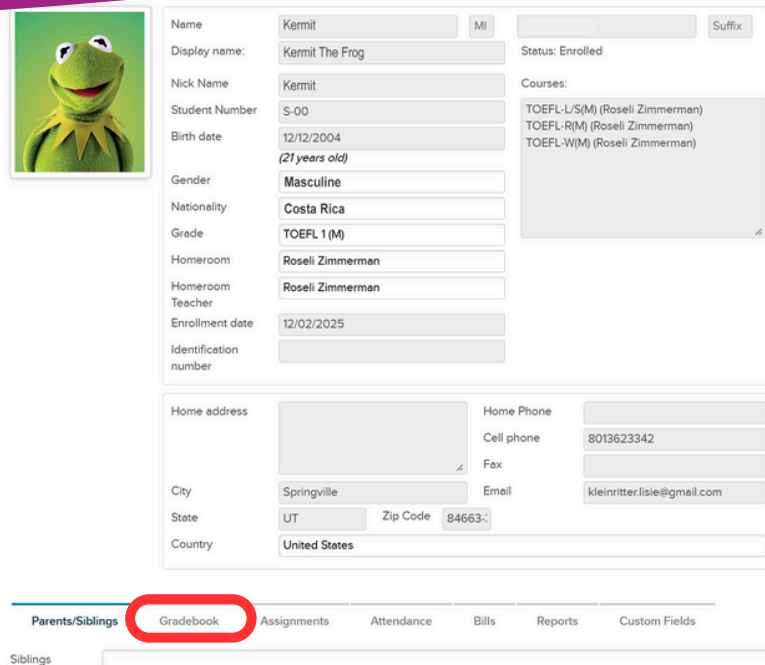
**Kermit The Frog**  
TOEFL 1 (M)


Age: 21  
Homeroom:  
Roseli Zimmerman

[View Complete Record](#)

2

Scroll down until you find the Gradebook.





Name: Kermit MI Suffix:   
Display name: Kermit The Frog Status: Enrolled  
Nick Name: Kermit  
Student Number: S-00 Courses: TOEFL-L/S(M) (Roseli Zimmerman)  
Birth date: 12/12/2004 (21 years old) TOEFL-R(M) (Roseli Zimmerman)  
Gender: Masculine TOEFL-W(M) (Roseli Zimmerman)  
Nationality: Costa Rica  
Grade: TOEFL 1 (M)  
Homeroom: Roseli Zimmerman  
Homeroom Teacher: Roseli Zimmerman  
Enrollment date: 12/02/2025  
Identification number:   
Home address: Home Phone:   
City: Springville Cell phone: 8013623342  
State: UT Zip Code: 84663 Fax:   
Country: United States Email: kleinritter.lisie@gmail.com

Parents/Siblings **Gradebook** Assignments Attendance Bills Reports Custom Fields

Siblings



3

Choose a semester, a session, then a class.

Parents/Siblings **Gradebook** Assignments Attendance Bills Reports Custom Fields

Semester: 2026, Winter 2026 - Session 1 PDF: [Preview](#) [Download](#)

TOEFL-Listening/Speaking (Morning): 85 / 100 (B+) [Details](#)

TOEFL-Reading (Morning): 90 / 100 (A-) [Details](#)

TOEFL-Writing (Morning): 78 / 100 (C+) [Details](#)

[Email History](#)

## HOW TO SEE YOUR ATTENDANCE

Parents/Siblings Gradebook Assignments **Attendance** Bills Reports Custom Fields

PDF: [Preview](#) [Download](#)

Semester: Fall 2025 - Session 2

Semester: Fall 2025 - Session 2  
Start Date: 09/29/2025  
End Date: 10/30/2025  
Number of school days: 18

October 2025

Presente 80 %

16%  
4%

P (15 days - 0%)  
A (2 days - 0%)  
T (1 days - 0%)  
EA (0 days - 0%)  
ET (0 days - 0%)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Close (esc)

# HOW TO CHECK FOR HOMEWORK ASSIGNMENTS

1


Click on "Assignment"


2


See assignment details.


Parents/Siblings   Gradebook   **Assignments**   Attendance   Bills   Reports   Custom Fields

Select Year/Semester   2026, Winter 2026 - Session 1   PDF: [Preview](#) [Download](#)

Click below to filter by Course:   Search   

[Show All](#)   

ASSIGNED DATE	DUE DATE 	COURSE	TEACHER	DESCRIPTION
---------------	--	--------	---------	-------------



# HOW TO CHECK CLASS DISCUSSIONS



Internexus Provo - Academic  
2026, Winter 2026 - Session 1

Welcome Kermit The Frog       0  
[SETTINGS](#) / [SUPPORT](#) / [HELP](#) / [LOG OFF](#)

[Home](#)   **[Class Discussions](#)**   [Directory](#)   [Assignment](#)   [Online Test](#)

Kermit The Frog  
TOEFL 1 (M)

Close (esc)

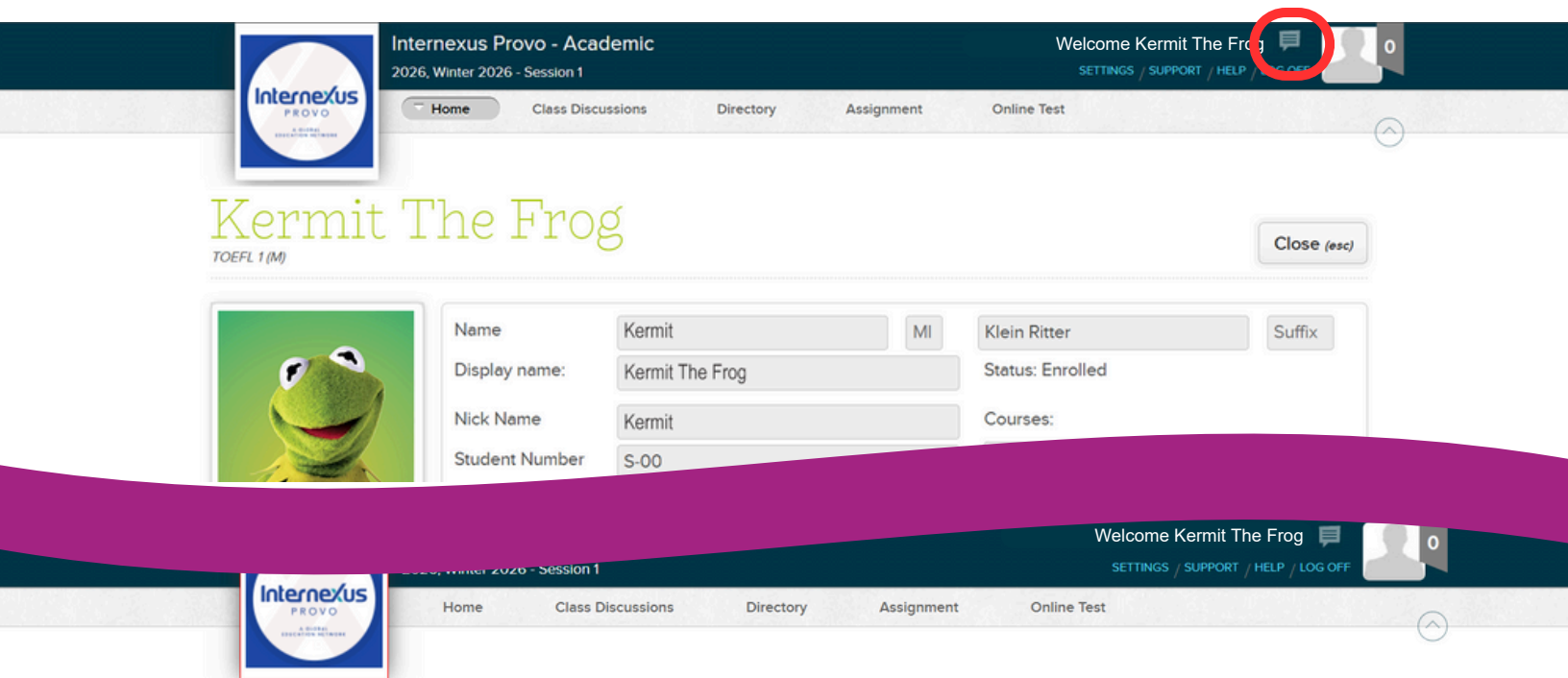


Name	Kermit	MI		Suffix
Display name:	Kermit The Frog			Status: Enrolled
Nick Name	Kermit			Courses:
Student Number	S-00			TOEFL-L/S(M) (Roseli Zimmerman)

# HOW TO SEND A PRIVATE MESSAGE

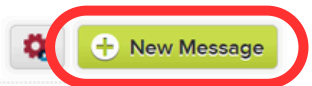
1

Click on the icon chat.



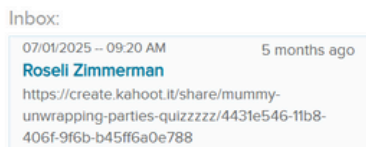
## Private Messaging

Communicate privately with parents and teachers here.



2

Click on "New Message"



3

Select the teacher you want to send the message.

4

Attached your photo or files here.

The screenshot shows the 'New Message' form. It has a green header with the title 'New Message'. Below the header, there is a text area for the message. To the left of the text area, there is a field labeled 'To Teachers'. Below the text area, there is a button labeled 'Attach photos/files'. At the bottom of the form, there are two buttons: 'Send' and 'Cancel'.

# HOW TO CANCEL THE 2-FACTOR AUTHENTICATION (2FA)

1

Click on "settings"

Internexus Provo - Academic  
2026, Winter 2026 - Session 1

Welcome Kermit The Frog

SETTINGS / SUPPORT / HELP / LOG OFF

Home Class Discussions Directory Assignment Online Test

## Kermit The Frog

TOEFL 1 (M)

Close (esc)

Name: Kermit MI Klein Ritter Suffix  
Display name: Kermit The Frog Status: Enrolled  
Nick Name: Kermit Courses:  
Student Number: S-00 TOEFL-L/S(M) (Roseli Zimmerman)

Private Messaging

Communicate privately with parents and teachers here.

Search by user name

Inbox:

MY PROFILE / CHANGE PASSWORD

LOGIN HISTORY

ACTIVE SESSIONS

+ New Message

2

Click on "My Profile / Change password"

3

Scroll down to find the 2FA.

## Configure Two-Factor Authentication (2FA)

- ☐ Enable 2FA
- ☐ Email (default)
  - ☐ Google Authenticator ([learn more](#))

Generate QR code

☒ Disable 2FA

Save Changes

4

Click on "Disable"



**InterneXus**  
PROVO