

DIRECTIONS FOR ONLINE REGISTRATION 2012-2013 SCHOOL YEAR

REGULAR REGISTRATION: February 21 - March 5

Online Registration will be open at 10 am on February 21.

Using your Registration Worksheet accompanying this letter, circle the courses the student will enroll in for next school year. Curriculum Guides are available online.

1. Go to the Alpha WEB page and sign in using the student ID and password for the system.
This is the same password used to view student grades.
2. Click **COURSE REGISTRATION** on the left.
3. **NOTE: Required courses and electives** that the student has been approved for are listed in **yellow** under “Courses Recommended for 12/13 Enroll in required courses, including PE and Religion. Then choose electives.
 - If a student is enrolled in summer school courses do not enroll again for the regular school year. If the student is “WAIT Listed” for summer school they should enroll in the course for the school year.
4. Using your worksheet as a guide, enter the four digit course numbers for the classes you are enrolling in next year in the boxes provided.
5. Click “Add Courses.” If you wish to change a course after completing registration, you may do so online through March 2. After March 5, you will need to contact your student’s counselor to make changes to the 2012/2013 enrollment.

IF YOU ARE NOT ABLE TO REGISTER FOR A CLASS

A student will be able to register only for required classes that they have been pre-approved. If a student wishes to change an approved course, they must register for the approved class online during the registration process. Certain courses have prerequisites and must be met by a student in order to enroll in a class.

After completing the registration, a student or parent should contact the current teacher to discuss a change of placement. If a change is approved by the teacher, the teacher will then submit a change of registration to the Registrar. This will show on the onscreen registration at a later date.

If the student is not approved by the teacher for a change of placement, contact the counselor. All final appeals for change of placement must be submitted in writing to the **Principal by May 2, 2012.**

OVER

REMEMBER: All students must register for a minimum of 6 credits for the year. Exception: Seniors may enroll in 5.5 credits.

1. **You must pay a DEPOSIT OF \$400 TO FINALIZE REGISTRATION and ensure enrollment in first choice class.**
2. In order to pay the deposit, click “**Here**” in the **Contract area in the PINK box on the left.**
3. **Next, click on the boxes for:**
 - ✓ **I agree to the terms of the tuition contract.**
 - ✓ **Your method of payment for the school year.**
 - ✓ Click on “**Record My Agreement and Payment Information**” shown in **green.**
4. *If you wish to use a **DEBIT PAYMENT DURING THE SCHOOL YEAR**, you must print this form, complete it and return to Saint Viator High School.*
5. To make an **ONLINE PAYMENT** of the deposit, click “**Here**” in the **pink box.**
6. **Read the “Tuition Online Agreement” and click on the “Agree” box.**
7. Enter all credit information as requested.
8. To finalize the payment, click the green “**Verify Payment Information**” below the box. *Print a copy of your receipt.*
9. **FUTURE CREDIT CARD CHARGES**
 - If you wish to use the submitted credit card for future tuition and miscellaneous payments during the 2012/ 2013 SCHOOL YEAR, you should click on the first box “This form authorizes SVHS to charge.....”
 - Or, if you are using the card for the deposit only, click “Use for deposit only.”
10. **Finally**, click on the **SUBMIT** button.

COMPLETION OF REGISTRATION: Registration becomes final after the payment of the \$400 deposit has been received and verified.