

Summer Session 2012
ONLINE REGISTRATION DIRECTIONS

SUMMER SCHOOL

Restricted to Class of 2015	Monday, February 13 (4 PM - Midnight)
Restricted to Classes of 2013 and 2014	Tuesday, February 14 (4 PM - Midnight)
Available to all Classes	Wednesday, February 15 – March 2 (12:01 AM)

PLEASE READ ALL INSTRUCTIONS CAREFULLY PRIOR TO REGISTRATION

NOTE: If you are registering two students, you will need to complete the process for the first student and then exit the system. **DO NOT USE THE BACK ARROW.** Sign in again using the second child's ID number and password, and then proceed to register.

Failure to do this will result in neither registration being saved by the computer system.

Some classes will fill within minutes; please understand that not all students will get their choices.

1. Go to the Alpha WEB page and sign in using the student ID number and password for the system. The summer school registration will open at 4:00 PM by the school computer time.
2. From the column on the left, **click Summer School** to begin registration process for the summer session.

SUMMER SCHOOL REGISTRATION

3. Remember there are **TWO Summer Sessions**.
 1. Choose Session I and/or II. Choose AM or PM if this option is available.
 2. Click the arrow on the right of the empty box. Classes for that session are listed in the drop down; click on the class of your choice.

NOTE: If the class you are seeking is not listed, then it has already filled.

Try the wait list. If the class does not show on the "wait list", then the class has reached a maximum number on the wait list. No payment is due when a student is on the "wait list".

3. Click **REGISTER**. Click **OK** in the pop-up box.
4. A box showing the class for which you have registered and the fee are listed on the left.
5. **WAIT LIST:** When a class reaches maximum enrollment the wait list course option becomes available in red below a specific session. **Click the "Wait List" drop down box, choose the desired class and click the red "REGISTER" button at the bottom of the page to be assigned a number on the wait list.** You will be notified when a space opens. Last year most students received their first choice by the start of summer school.
6. Click **ONLINE PAYMENT** and follow directions for Payment to secure your position in the class.

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7. **BE SURE TO CLICK “VERIFY PAYMENT” OR YOU WILL NOT HAVE A SPACE IN YOUR CHOSEN CLASS.**

 8. NOTE: PENDING PAYMENT due date. If payment is not received by this date, your registration will be cancelled.
- **MISTAKES:** You will **NOT** be able to cancel a class for summer after you click Register and OK. Contact Mrs. Grandziel to cancel a class or with questions at extension 299 or at pgrandziel@saintviator.com.
 - Personnel will be available **BY PHONE ONLY** from 4:00 – 5:30 PM on February 13 and February 14 to address any problems that may occur during the initial registration. Call the school, push 0 for the operator and someone will attempt to respond to your questions. More specific questions will be answered as soon as possible.
 - **No walk-in registrations will be accepted before Thursday, February 16, for current students.**
 - **Students will not be able to use computers at school to complete summer school registration in order to free up the system.**