

Summer Session 2019
ONLINE REGISTRATION DIRECTIONS

SUMMER SCHOOL REGISTRATION DATES/TIMES

Restricted to Class of 2022	Monday, February 11 (4:00 p.m. - Midnight)
Restricted to Classes of 2020 and 2021	Tuesday, February 12 (3:00 p.m. - Midnight)

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. YOU MUST EXIT OUT OF THE SYSTEM IN ORDER TO REGISTER ANOTHER STUDENT.** Sign in again using the second child's ID number and parent 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.

In order to register for any summer school class, a current credit card with valid expiration must be received in the tuition office by Friday, February 8, 2019. Full payment is required at the time of registration for all summer school classes and will be collected at the time of summer school registration.

PLEASE READ ALL INSTRUCTIONS CAREFULLY PRIOR TO REGISTRATION

1. Go to Student Records and **use the Parent Access to sign in using the student ID number and the parent password** for the system. Only the "home parent" has access to Summer School. There will **not** be an option for Student Access. "Home parent" access users will be limited to a single logon session made no more than one hour before the opening time for that day. Attempts to create additional logon sessions on the same or different devices will be blocked for the remainder of the initial sessions' activity. Closing your browser window will result in your registration session ending.
2. Under your student's photo, select the option, "Summer School 2019" to begin the registration process for the summer sessions. Please note if you do not have a credit card on file by February 8, 2019, you will be unable to proceed with summer school registration.

SUMMER SCHOOL REGISTRATION

1. Choose one course from either Session I or II; choose morning or afternoon if this option is available. Workshops are listed separately.
2. Click the arrow to the right of the empty box. Classes for that session are listed in the drop down; click on the class of your choice.
3. Click **REGISTER**. Click **OK in the pop-up box**.
4. The course(s) you have registered for and which payment will be collected via credit card, are displayed on the left.

Continued

Once you have registered and paid for a course in one summer school session, you will be unable to register and pay for that same course in another session. For example, if you register and pay for Session I PE 3/4, you will be unable to register for Session II PE 3/4. You may sign up for the “Wait List” when a class reaches the maximum enrollment.

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

- 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 and **will have two school days** to submit full course payment. Failure to remit full course payment by the due date will result in the forfeit of the summer school placement.

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”.

- **MISTAKES:** You will **NOT** be able to cancel a class for summer after you click Register and OK. Contact Mrs. Buchek at ext. 299 or kbuchek@saintviator.com to cancel a class or with any questions.
- Personnel will be available **BY PHONE ONLY** from **4:00 – 4:30 p.m. on February 11** and **3:00-3:30 p.m. February 12** to address any problems that may occur during the initial registration. Call 847-392-4050 for assistance.
- **No walk-in registrations will be accepted before Wednesday, February 20, for current students.**
- **In order to free up the system, students will not be able to use computers at school to complete summer school registration.**