



REGISTRATION DIRECTIONS

REGULAR REGISTRATION: February 25 - March 6

DIRECTIONS FOR ONLINE REGISTRATION 2009-2010 SCHOOL YEAR

Using your Registration Worksheet on reverse side on this letter, circle the courses the student will enroll in for next school year.

1. Go to the Alpha WEB page and sign in using the student ID and password for the system.
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 09/10." Enroll in required courses and then choose your electives.
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. Click "Add Courses." If you wish to change a course after completing registration, you may do so online through March 6.

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.

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 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 1, 2009.

5. **REMEMBER:** All students must register for a minimum of 6 credits for the year.
Exception: Seniors may take minimum of 5.5 credits.
6. **You must make a deposit of \$400 to finalize registration.**
7. In order to pay the deposit, click "**Here**" in the Contract area in the Pink box on the left.
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.
8. *If you wish to use a debit payment during the year, you must print this form, complete it and return to Saint Viator High School.*
9. To make an **ONLINE PAYMENT** of the deposit, click "Here" in the pink box. Read the "Tuition On-line Agreement" and click on the "Agree" box. Enter all credit information as requested. To finalize the payment, click the green "Verify Payment Information" below the box. *Print a copy of your receipt.*
10. **FUTURE CREDIT CARD CHARGES:** If you wish to use the submitted credit card for future tuition and miscellaneous payments, 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." Finally, click on the **SUBMIT** button.

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