



ENROLLMENT INSTRUCTIONS for Grades 10-12 WINTERIM COURSES

**If you have already secured your spot on a TRIP or an INTERNSHIP,
you do not need to complete this online enrollment process.**

Four easy steps:

1. Plan your course choices with your parents/guardians. Be sure to watch the videos and read the course information by clicking on the *Winterim Registration* page on the WA website before you sign up.
2. Log in to [WA Web](#) using the *student* User ID and Password. (Step by step instructions are available on the Winterim Registration page on the website).
3. Enroll in a morning and an afternoon class and click on Submit.
4. Print a copy for your records.

Tips & Important Information:

- **WA Web may not work correctly on Google Chrome or Safari.** Please use either Firefox or Internet Explorer.
- **DO NOT** use the **BACK, FORWARD** or **REFRESH** buttons while enrolling. You will lose what you have done.
- **Be prepared with a list of several course choices.** If your first choice is full, you will be ready with your next choice.
- If you select a course that is FULL, but it has not yet been updated in our system by the Registrar, you will receive an error message after you click Submit (step 5 below). If you receive this error, the course is not available and you will need to choose a different course.
- You do have the ability to change your course choice(s) through WA Web *before final enrollment closes*. However, once you have un-enrolled in a course there is no guarantee it will be available if you try to re-enroll.
- **Winterim course schedules are final and may not be changed after enrollment is closed.**
- Parents will be emailed with student's course selections when enrollment closes. If parents have any issues with a student's Winterim schedule, please email Mrs. Tiemens at ktiemens@wheatonacademy.org.



TO BEGIN ONLINE ENROLLMENT:

1. Go to the [WA Web login page](#) and login using your student user ID and password.

Enrollment must be completed using your WA Web STUDENT user ID and password – not a parent user ID and password. **Your student user ID and password information will be emailed to your Wheaton Academy email address the day BEFORE your class enrollment opens.**

2. Click on *Registration* and select *Enter requests*. (If you do not see *Enter requests*, contact Mrs. Tiemens).

The screenshot shows the WA Web interface. The top navigation bar includes 'Home', 'WA's classes', 'WA's grades', 'Registration', and 'My settings'. The 'Registration' dropdown menu is open, showing 'Enter requests' (circled in red), 'WA's schedule', and 'Latest graded student work for today'. The page title is '2015-2016, Winterim Session' and the user is logged in as 'student 2!'. A red circle is around the 'Enter requests' option, and an arrow points to it from the right.

3. Click on *Edit Registration*. (DO NOT use the BACK, FORWARD or REFRESH buttons)

The screenshot shows the 'Schedule for 2015-2016, Winterim Session' page. The 'Edit Registration' button is circled in red, and an arrow points to it from the left. The page shows 'Number of Requests needed: 2' and a table for 'Enrolled Classes'.

Course	Class	Teacher	Room	Credits

Total Credits: 0.0000



4. Select your **MORNING** and **AFTERNOON** class(es) AND confirm your **TEACHER(S)** in the box to the right.

You must select **BOTH** the class (left drop down box) and the teacher's name (right drop down box) for your **morning** and **afternoon** classes. Even though there will only be one teacher listed, this step is required. **Failure to click on the teacher's name will prevent enrollment in the class.**

Schedule for 2015-2016, Winterim Session

Advisor:
Grade Level Advisor:

Be sure to select a class AND a teacher. IF YOU DO NOT, you will not be enrolled in the class and it may be full by the time the problem gets fixed. The cost of each class is included in the title of the class.

If you are signed up for a trip or an Internship, your classes have already been assigned and you should be able to view your schedule in WA Web. Please do not sign up for classes.

1. Select a morning class. You MUST also click on the teacher's name below to enroll:
 21st Century Team Building-no addl. fee [dropdown] Credits: 0.0000

2. Select an afternoon class. You MUST also click on the teacher's name below to enroll:
 Cooking for Guys - \$50 fee [dropdown] PM - Mrs. Ruth Lindstedt [dropdown] Credits: 0.5000

[Potential Schedule] [Calculate Conflicts] [Submit]

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

5. Click **Submit** at the bottom of the screen after you've chosen your class(es) AND confirmed your teacher(s).

If errors are found, an explanation will appear in red. You must correct these errors before you will be allowed to submit your chosen schedule.

6. Review your course(s). Total credits should be 1.0000. *If the total is less than 1.0000, you are not enrolled in one or more courses.*

In the example below, **Cooking for Guys** is complete, but, **21st Century Team Building** is incomplete because the teacher was not confirmed (notice *the Teacher portion is blank and the Total Credits is not 1.000.*)

To correct this error, select Edit Registration and repeat steps 4-6.

Schedule for 2015-2016, Winterim Session

[Edit Registration]

Enrolled Classes:

Course	Class	Teacher	Room	Credits
21st Century Team Building-no addl. fee				0.0000
Cooking for Guys - \$50 fee	PM	Mrs. Ruth Lindstedt		0.5000

Total Credits: 0.5000

*** INCOMPLETE REGISTRATION ***



7. **Print** out your Winterim schedule from your WA Web account for your records.

The screenshot shows a web browser window with the 'File' menu open. The 'Print...' option is highlighted, with an arrow pointing to it. The browser address bar shows 'web/Forms/NCShellCompat.aspx'. The page content includes a navigation bar with 'Registration' and 'My settings' dropdowns, a 'Logout' button, and the title 'Winterim schedule for 2015-2016, Winterim Session'. Below the title is an 'Edit Registration' button and a section titled 'Enrolled Classes:' containing a table with columns for Course, Class, Teacher, Room, and Credits. The table lists two classes: '21st Century Team Building-no addl. fee' and 'Cooking for Guys - \$50 fee'. The total credits are 1.0000.

Course	Class	Teacher	Room	Credits
21st Century Team Building-no addl. fee	AM	Brian Breedlove		0.5000
Cooking for Guys - \$50 fee	PM	Mrs. Ruth Lindstedt		0.5000

Total Credits: 1.0000

Winterim Enrollment Questions?

Please contact Mrs. Tiemens (ktiemens@wheatonacademy.org) 630-562-7534

Winterim Course Questions?

Please contact Mrs. Heavey (aheavey@wheatonacademy.org) 630-562-7569