

## Summer School Registration – How to Add/Drop Classes

1. Login to your account.
2. Click on “Add/Drop Courses”.

### Dashboard

**Manage Your Account**

Prior to registration, make sure to add students to your account.

**Review Course Listings**

Before registration day, you can review the course listings and even 'favorite' your preferred courses and sections to make them easier to find later.

**Payment and Course Review**

Once you have registered your child for classes, you can make PayPal payment on your courses here

**Add/Drop Courses**

Registration is live.

3. Using the dropdown at the top of the page, select the student you'd like to register for classes.

### Course Registration

Available for - Student1 Student1 ▾

Available Courses:

Show: 10 ▾

Register	Favorite	Course	Section	Days	Times	Dates
<a href="#">Add</a>	☆	<a href="#">Football Camp Test</a>	2	Tu,Th	8:30 AM - 10:30 AM	Jun 10 - Jul 19
<a href="#">Add</a>	☆	<a href="#">SAMPLE COURSE- MATH FOR DRAGONS</a>	Section A	M,W	9:00 AM - 10:00 AM	Mar 07 - Mar 28
<a href="#">Add</a>	☆	<a href="#">Swim Test A</a>	2	M,Tu,W,Th	10:30 AM - 11:30 AM	Jun 10 - Jun 27
<a href="#">Add</a>	☆	<a href="#">Swim Test A</a>	3	M,Tu,W,Th	11:30 AM - 12:30 AM	Jun 10 - Jun 27
<a href="#">Add</a>	☆	<a href="#">Test Classes</a>	Test Class 1	M,Tu,W,Th,F	8:30 AM - 10:29 AM	Jan 22 - Feb 28
<a href="#">Add</a>	☆	<a href="#">Test Classes</a>	Test Class 1-2	M,Tu,W,Th,F	10:30 AM - 12:29 AM	Jan 22 - Feb 28
<a href="#">Add</a>	☆	<a href="#">Test Tot Time</a>	1	M,Tu,W,Th,F	10:30 AM - 12:30 PM	Jun 10 - Jul 05
<a href="#">Add</a>	☆	<a href="#">Test Tot Time</a>	2	M,Tu,W,Th,F	8:30 AM - 10:30 AM	Jun 10 - Jul 05

Showing 1 to 8 of 8 entries

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4. Click “Add” next to the courses you'd like to register for. If you selected course favorites prior to registration, click on “Favorite” to sort by your favorites.

### Course Registration

Available for - Student1 Student1 ▾

Available Courses:

Show: 10 ▾

Register	Favorite	Course	Section	Days	Times	Dates
<a href="#">Add</a>	★	<a href="#">SAMPLE COURSE- MATH FOR DRAGONS</a>	Section A	M,W	9:00 AM - 10:00 AM	Mar 07 - Mar 28
<a href="#">Add</a>	★	<a href="#">Test Classes</a>	Test Class 1	M,Tu,W,Th,F	8:30 AM - 10:29 AM	Jan 22 - Feb 28
<a href="#">Add</a>	★	<a href="#">Test Tot Time</a>	2	M,Tu,W,Th,F	8:30 AM - 10:30 AM	Jun 10 - Jul 05
<a href="#">Add</a>	☆	<a href="#">Football Camp Test</a>	2	Tu,Th	8:30 AM - 10:30 AM	Jun 10 - Jul 19
<a href="#">Add</a>	☆	<a href="#">Swim Test A</a>	2	M,Tu,W,Th	10:30 AM - 11:30 AM	Jun 10 - Jun 27
<a href="#">Add</a>	☆	<a href="#">Swim Test A</a>	3	M,Tu,W,Th	11:30 AM - 12:30 AM	Jun 10 - Jun 27
<a href="#">Add</a>	☆	<a href="#">Test Classes</a>	Test Class 1-2	M,Tu,W,Th,F	10:30 AM - 12:29 AM	Jan 22 - Feb 28
<a href="#">Add</a>	☆	<a href="#">Test Tot Time</a>	1	M,Tu,W,Th,F	10:30 AM - 12:30 PM	Jun 10 - Jul 05

Showing 1 to 8 of 8 entries

5. The courses you add show up at the bottom under “Student Name is registered for the following courses”.

## Course Registration

Available for - Student1 Student1 ▼

Available Courses:

Show: 10 ▼

Register	Favorite	Course	Section	Days	Times	Dates
<a href="#">Add</a>	☆	<a href="#">Football Camp Test</a>	2	Tu,Th	8:30 AM - 10:30 AM	Jun 10 - Jul 19
<a href="#">Add</a>	☆	<a href="#">Swim Test A</a>	3	M,Tu,W,Th	11:30 AM - 12:30 AM	Jun 10 - Jun 27
<a href="#">Add</a>	☆	<a href="#">Test Classes</a>	Test Class 1	M,Tu,W,Th,F	8:30 AM - 10:29 AM	Jan 22 - Feb 28
<a href="#">Add</a>	☆	<a href="#">Test Classes</a>	Test Class 1-2	M,Tu,W,Th,F	10:30 AM - 12:29 AM	Jan 22 - Feb 28

Showing 1 to 4 of 4 entries

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Student1 Student1 is registered for the following courses:

Drop	Course	Section	Days	Times	Dates
<a href="#">Drop</a>	<a href="#">SAMPLE COURSE- MATH FOR DRAGONS</a>	Section A	M,W	9:00 AM - 10:00 AM	Mar 07 - Mar 28
<a href="#">Drop</a>	<a href="#">Test Tot Time</a>	2	M,Tu,W,Th,F	8:30 AM - 10:30 AM	Jun 10 - Jul 05
<a href="#">Drop</a>	<a href="#">Swim Test A</a>	2	M,Tu,W,Th	10:30 AM - 11:30 AM	Jun 10 - Jun 27

Conflicting Courses:

Course	Section	Days	Times	Dates
<a href="#">Test Tot Time</a>	1	M,Tu,W,Th,F	10:30 AM - 12:30 PM	Jun 10 - Jul 05

Unavailable Courses:

Course	Section	Days	Times	Dates
<a href="#">Swim Test A</a>	1	M,Tu,W,Th	9:30 AM - 10:30 AM	Jun 10 - Jun 27

In order to finalize your registration, payment is needed or you risk losing your classes. Once you are done registering click here to continue to payment page.

\*Conflicting courses are courses that are at the same time as the courses you’ve already registered for, and therefore, cannot be added to your schedule.

\*Unavailable courses are courses that are full, or courses that you’ve already registered for, and therefore, cannot be added to your schedule.

**IMPORTANT: Classes with fees are only held for 45 minutes after you click “add”. Once you’ve added a course to your account, you must pay within 45 minutes or you will lose the class.**

\*If your courses don’t have fees, you will not lose them once you’ve added them to your schedule.

6. To drop a class, click “drop” to left of the course you want to drop.

Student1 Student1 is registered for the following courses:

Drop	Course	Section	Days	Times	Dates
<a href="#">Drop</a>	<a href="#">SAMPLE COURSE- MATH FOR DRAGONS</a>	Section A	M,W	9:00 AM - 10:00 AM	Mar 07 - Mar 28
<a href="#">Drop</a>	<a href="#">Test Tot Time</a>	2	M,Tu,W,Th,F	8:30 AM - 10:30 AM	Jun 10 - Jul 05
<a href="#">Drop</a>	<a href="#">Swim Test A</a>	2	M,Tu,W,Th	10:30 AM - 11:30 AM	Jun 10 - Jun 27

Conflicting Courses:

Course	Section	Days	Times	Dates
<a href="#">Test Tot Time</a>	1	M,Tu,W,Th,F	10:30 AM - 12:30 PM	Jun 10 - Jul 05

Unavailable Courses:

Course	Section	Days	Times	Dates
<a href="#">Swim Test A</a>	1	M,Tu,W,Th	9:30 AM - 10:30 AM	Jun 10 - Jun 27

In order to finalize your registration, payment is needed or you risk losing your classes. Once you are done registering click here to continue to payment page.

**Please note: No refunds will be issued after May 17, 2019.**