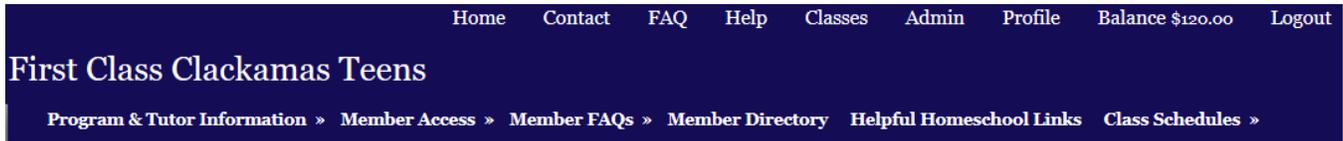


FCCT Member Instructions

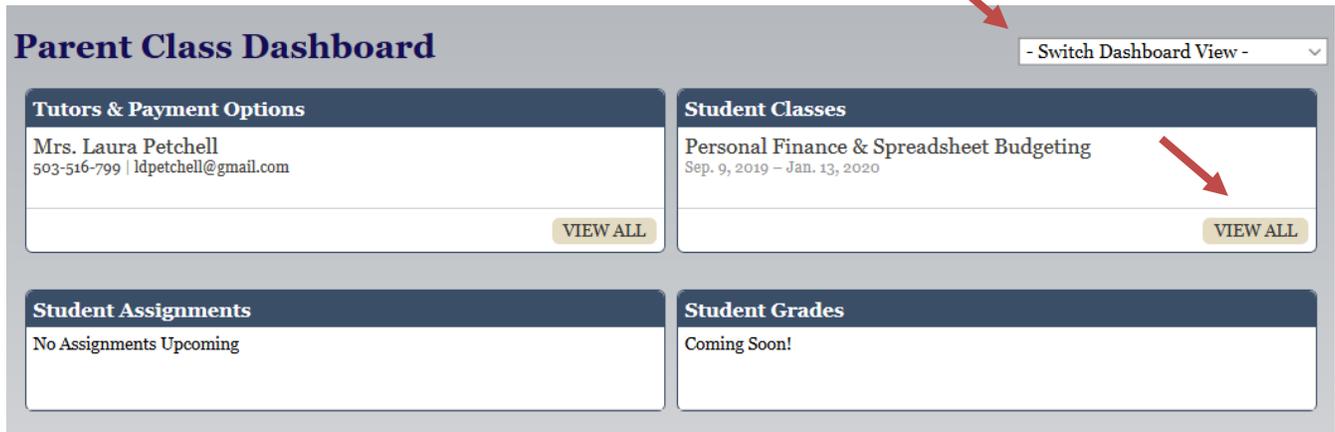
Removing Student from a Class Registration Sign up

You've signed your student(s) up in a class for the next term, and now need to remove them from a class or classes? How do you do this?

1. After logging into your FCCT Family Member account, use your mouse to click into the **Classes** page from the top navigational bar.



2. After the **Classes** page opens, make sure that you are on your **Parent Class Dashboard**. If you are not, click the **-Switch Dashboard View-** drop down link. From this page, under Student Classes, click **View All**.



3. This is a summary page for your student(s) classes. Then choose from the **Future or Current** tab. Click the **Remove toggle** next to the class title that you want to remove your student from. Then click the **Remove button** below to save your decision. You can print the schedule from this page as well.

Summary

Future Classes Current Classes Past Classes

Registrations:

Class	Remove	Registration Deadline	Status
Personal Finance & Spreadsheet Budgeting Fall 2019 Description & Fees Mon 09:00 AM – 10:30 AM 2 Mrs. Laura Petchell, ldpetchell@gmail.com, 503-516-799	<input type="checkbox"/>	26-Aug-19	Signed Up

Total Registrations: REMOVE

Please note: If removing a Student from a Class

Students are not allowed on facility location unless they are registered in a class, or a study hall period. This is required to keep all students, tutors and the Hillside Christian Fellowship safe.

If removing a student from a class, the student needs to be registered for another class during that time or registered in a study hall. Otherwise they need to be off campus. Member students are welcome to attend Chapel and lunch time (between 12:10 - 1:00 pm).

If removing a student from a class within days before starting, please email the tutor to let them know of the change. As well, if registering your student in another class, please contact the tutor and the Registration Coordinator of this change.

4. From this point you may sign your student(s) up in any other open class, if desired.

Please note: Removing and/or signing up student(s) in classes by this method will also update your Statement of Account, as well as all Tutor Rosters.