

LIFE Class Registration Spring 2018

We have some exciting new changes for LIFE Classes this semester. We have developed a registration team to handle registration this semester. Each person is handling a specific grade range. We are always looking to improve HPHE and we appreciate all who support us in our efforts to make HPHE the best Co-op!

PLEASE READ THIS THOROUGHLY!

- **Registration is ON-LINE ONLY.**
- Registration begins **November 13th 6am** for current members.
- Registration is **first come, first served.**
- Registration will open to the public on November 18th at 6am.
- If you have an unpaid balance on your account, you will be blocked from registration until your balance is paid in full.
- **Waitlists will be offered, but you may only waitlist for 1 class per hour (if you are registered in a class you are not allowed to waitlist for another class that hour)**
- **If you choose a waitlist for your student, and a spot opens in the class you will automatically be registered for that class.**
- **You must register again (as normal) for year long classes for the 2nd semester.**
- **Add/drop guidelines:** The grid will stay open for you to make any family changes until December 14th. You have the ability to add/remove your child from a class or waitlist during this time. After December 14th, you will go on the website and fill out an add/drop form that is automatically emailed to the appropriate registration assistant.
- Your family's **class schedules** will be online under your account page (this will not be emailed to you).
- You can check class status anytime.
- Update your profile with current emergency contacts and your child's information.
- If your high school student wants to volunteer during any hour, they **MUST** register as a volunteer for that hour, if they don't have a class and are not registered as a volunteer a parent is required to sit with them in parent room.
- **Material fees** will no longer be paid in cash to advisors. The material fees will be added online with your registration. (began last semester)
- **Monitor Duty registration/OPT out option** for Monitor Duty will be open with online registration.
- Classes that have not reached a minimum of 4 students by January 5th will be automatically cancelled.
- All class fees are due January 15th
- After January 15th, dropped classes get 50% refunded, no registration fee, 100% material fee refunded.

- Financial Payment Plan Request- Contact: Stepheny Seabolt (seabolt4@gmail.com).
- We encourage **online payments!** Please help us in an effort to decrease time involved in processing payments. You can PayPal with out a PayPal account!

How Do I register?

PLEASE WATCH REGISTRATION VIDEO!

<https://www.youtube.com/watch?v=svOpUwcjm9I&index=3&list=PLkCqAHudPQyhH7vNGUE9NezMNk4tPlxHt>

Registration Team:

Registrar Team Leaders: Candice Conner

K-5: Stepheny Seabolt seabolt4@gmail.com

6-8: Laura Donath lkdonath@gmail.com

9-12: Candice Conner candihype@msn.com

Website Support: Mary Bond