

16-17 MHSAP Computer Registration Frequently Asked Questions.

1. **Where do I begin?** As in the past, *you MUST be registered at the MHSAP website and be approved by staff to enter the registration process. You must also complete the immunization requirements of the district.* Directions with pictures and arrows have been prepared. Read through the materials and sign on to the program. By May 12, you can view everything as it will be for registration week, and PRACTICE registration. The practice session will end on May 29. All information added **will be deleted** before the actual registration on June 6.
2. **I don't have Internet access at home, what should I do?** You may go to the library or any computer or you may come to the building and have staff assist you. ***If you plan to do come to the building on registration day, please submit your name, phone, children's names and grade levels to the office by June 3 to shorten wait times.***
3. **I have dialup Internet, will it work?** Yes, it should work but will be slower, as is any internet process. You may go to the library or come to the building and staff will assist you. See #2 above.
4. **I am not very computer savvy. What should I do?** Read the directions, explore the program and give it a try. If you are uncertain you may come to "REGISTRATION 101" on May 12 between 2 and 3 pm or 6:30-7:30 am or set up a time for a workshop/walk through. You may also come to the office on registration day. Submit family information, as in #2, by June 4 if you intend to come on registration day.
5. **What if the server goes down?** We had very high traffic in the past years and it worked. If there is a problem, we ask for your patience and suggest you try again in 15 minutes.
6. **I don't have enough points for all the classes in which I am interested. What shall I do?**
 - Supplemental registration will take place beginning June 13.
 - Register for your top priority classes using points the week of June 6.
 - You may add extra classes beginning June 13 with no point limitations, as space allows.
7. **What if I lose my copy of classes for which I have registered?** You will receive an email reminder about the class two weeks before it starts. You can always log in again and check your status.
8. **What if I register for a class and our plans change?** If you are unable to attend the class for which you are scheduled, **PLEASE** log in and remove your child from the class. This will allow the participation of someone from the waiting. We would like them to have the courtesy of as much notice as possible prior to the class. If you do not have access, call the office and leave a message with the receptionist stating the child's name, grade, and session, topic and class time.
9. **How will I know if my child gets moved into a class from the waiting list?** You will receive an email stating the child's name and class, day and time in which they have been placed. If you do not have email, you will receive a phone call.
10. **How do I coordinate several children so they are all on the same day?** Registration will take place on a first come, first served basis. You will note that Thursday afternoon art and science classes multi-age which may allow more flexibility in scheduling.
11. **I am still having trouble, what can I do now?** You can set up a time with Mrs. Peiffer, call to office or email questions to enrichmentmhsap@aol.com

Class Policies for the 16-17 school year.

HIGH SCHOOL SPANISH:

- *Ninth* through Twelfth grade students may sign up for high school Spanish classes using their points during registration week.
- Spanish 1 & 2 and Spanish 3 & 4 are grouped together in one registration category. Your points will sign your child up for the opportunity to take both classes. No additional registration is needed.

HIGH SCHOOL WRITING:

- *Ninth* through Twelfth grade students may sign up for high school literature class using their points during registration week.
- It is highly recommended that students taking the research paper writing class take the technology class in December so they are all up to speed on technology used in the class. With the limited class time the focus is to be on the writing of the paper, not computer use.

FAMILY AND MULTI-AGE CLASSES: To clarify-

The one-day family classes are a brief version of the three day or four week classes. Information covered will be the same. Please do not sign up for both.

FAMILY CLASSES:

These classes require parent attendance. Be sure ALL family members who are attending are signed up on registration day.

- Parents and children who are not in the program (preschoolers or others) must sign up for the class as well. We need to adhere to the class limits to allow adequate space for all participants. No points will be utilized for non-program children and parents. If all points have been spent for one school-aged family member, they will not be allowed to register for the family class, even if other family members have points remaining.

MULTI- AGE CLASSES:

These classes are open to K-12th grade students.

- If a Kindergarten or First Grade student signs up for a Multi-Age class, an older, willing, responsible and helpful sibling or a parent should attend at least the first class to see that their motor skills are appropriate for the class. With the large range of ages in the class, some projects may not be as easy for the very young. They may require assistance through all four classes.

ATTENDANCE:

- Please arrive at school no more than 10 minutes prior to class.
- **If a student arrives more than 10 minutes late for a class, without a call prior to class beginning, the student may be asked to wait in the library until they can be picked up.** The first few minutes are vital, especially in the classes that are only one hour long.
- If you know you cannot attend at least three of the four weeks of the session, please do not sign up for that session.
- If something comes up after registration, you can remove your child from the list by
 - **{PREFERRED}** logging on to the website, clicking on Student Information, View under classes and Unregister under the particular class.
 - emailing enrichmentmhsap@aol.com to have them removed.

- leaving a message at the office.

Please state the child's name, grade level and time and day of class in an email or phone message.

PLEASE do so **before** the class to allow someone on the waiting list the opportunity to join the class.

A call fifteen minutes before class begins will not allow for such substitutions.

- **If the student does not come to the first class and a call has not been received, an attempt to contact will be made. If there is not a timely response, they will be removed from the list and someone from the waiting list will replace them.**

TO UNREGISTER FROM A CLASS:

Log on to the mhsap.marion-isd website.

Click on Student Information. Under the students name click VIEW under classes. Scroll to find the particular class and UNREGISTER. You may need to click on Registered or Waiting List to find the right class.. If you inadvertently unregister someone, contact enrichmentmhsap@aol.com as soon as possible so the spot isn't filled.

PARTICIPATION:

- The student should arrive at class ready to participate. If they will not get their hands messy and it is a messy class, they should not sign up. If they get queasy with looking at the insides of things, dissection would not be a good choice for their class selection.

MATERIALS LEFT BEHIND:

- If a project is left behind after class, or left to dry, it will be disposed of after three weeks if it is not picked up.

If you have any questions the enrichmentmhsap@aol.com email address is available or you can leave a message at the office.