

REGISTRATION FOR SCHOOL YEAR 2016-2017

Registration Start Dates and Times

SUMMER SCHOOL PRE-REGISTRATION

WED, Jan 20	8:00 a.m.	ALL current ES	Entering PK to 6 th
TUE, Jan 26	8:00 a.m.	% 2021 & 2022	Entering 8 th & 7 th
MON, Feb 1	3:30 p.m.	% 2017 & 2018	Entering 12 th & 11 th
TUE, Feb 2	3:30 p.m.	% 2019	Entering 10 th
WED, Feb 3	3:30 p.m.	% 2020	Entering 9 th

REGISTRATION FOR SY 2016-2017

FRI, Feb 5	3:30 p.m.	% 2017	Entering 12 th
SAT, Feb 6	8:00 a.m.	% 2021 - A to L only	Entering 8 th
	8:30 a.m.	% 2021 - M to Z only	
	9:00 a.m.	% 2021 ALL	
	12:00 p.m.	% 2022 - A to L only	Entering 7 th
	12:30 p.m.	% 2022 - M to Z only	
	1:00 p.m.	% 2022 ALL	
MON, Feb 8	3:30 p.m.	% 2018	Entering 11 th
TUE, Feb 9	3:30 p.m.	% 2019	Entering 10 th
WED, Feb 10	3:30 p.m.	% 2020	Entering 9 th

REGISTRATION CLOSES FRIDAY, FEBRUARY 12, 11:59 P.M.

Registration FAQs

1. *Where do I go to register?*

Go to NetClassroom to register. **Log in with student username/password.** In NetClassroom, click on "Enter Requests" under the Registration tab. Select session "Regular" to register for next school year courses **OR** "Summer" to register for summer school courses. Edit Requests and make your selections. **CLICK ON "SUBMIT" WHEN DONE.** View tutorial at:
<https://midpac.clarify-it.com/d/mshsnetclassreg>.

STUDENT USERNAME IS NOT EMAIL ADDRESS. For example:

WRONG: justinbeaver@student.midpac.edu

CORRECT: justinbeaver

2. *Where is a copy of the Middle/High School/Summer School Catalog? Instructions?*

All catalogs, worksheets, and FAQs can be downloaded from the Class Pages. A complete copy of the Summer School catalog will be available at <http://www.midpac.edu/summerschool>.

Worksheets can also be downloaded from your Class Pages. Use this worksheet to jot down the courses you will be registering for. Make sure to jot down the course number and name of course. When you register, the drop-down menus will list course number along with an abbreviation of the course. For example, course numbers 1260 = **1260IJL** Individuals' Journey in Literature

3. Do I need to enter alternate courses?

Yes, if you do not enter alternates and for some reason you are not able to get your first choice because of schedule conflicts, your dean or registrar will make a choice for you.

4. I plan to take a summer school course. Do I register for the same course for next school year? When do I pay for summer school?

No, register for the next school year as if you are confirmed for summer school. For example, if you register for Algebra 1-2 for the summer, register for Geometry for the school year.

You will receive a bill for summer school during the week of February 16. Payment by credit card or check must be made by March 1 otherwise registration will be void.

5. Can I use my browser's back/forward buttons?

While you are on the registration screen, do NOT use your browser's back/forward functions. If for some reason, you cannot complete the form, hit the SUBMIT button to save whatever selections you have made. You can go back and complete the registration at anytime during the registration period.

6. I already submitted my registration, can I go back in and make the changes?

Yes, at any time before February 12, you can "Edit Requests" and make changes. Date/time stamp of your last submission will be recorded.

7. I am a School of the Arts Certificate student but want to change disciplines (example: from Visual Arts Certificate to Theatre Certificate). Do I need to reapply?

Yes, if you want to change to a different discipline, you must apply. Go to <https://mypueo.midpac.edu/mpsa-certificate-application> to fill out the application.

8. I plan to sign up for the Technology or Hawaiian Cultural Studies or Global Studies Certificate (HS only). Is there an application form I need to fill out?

No, in almost all course selections, there is no approval process for both certificates. Make sure you indicate on the registration form that you are pursuing the certificate. The one exception is if **Technology Independent Study** is being used for the second technology course. In this case, students can still register for the course. After registration each student is to pick up an application form from any of the technology staff in the Weinberg Plaza. The technology faculty will help each student develop their independent study proposal. Final proposals are to be submitted to Dr. Russell for approval.

9. Can I specify which semester I want to take a course?

Our registrar's office cannot guarantee which semester you will be scheduled a particular course.

NEED TECHNICAL SUPPORT DURING REGISTRATION? February 1, 2, 3, 5, 8, 9 & 10 from 3:30 p.m. to 4:30 p.m., February 6 from 8:00 a.m. to 1:30 p.m., call 973-5032, or email mypueo@midpac.edu at anytime.