

# Registration FAQs

## for School Year 2017-18

### 2017 Summer School Pre-Registration Start Times/Dates

Wed Jan 18	3:30 p.m.	c/o 2018 and c/o 2019	Entering 11 <sup>th</sup> to 12 <sup>th</sup>
Wed Jan 18	6:00 p.m.	All current ES	Entering PK to 6 <sup>th</sup>
Wed Jan 18	6:00 p.m.	c/o 2022 and c/o 2023	Entering 7 <sup>th</sup> and 8 <sup>th</sup> grades
Thu Jan 19	3:30 p.m.	c/o 2020	Entering 10 <sup>th</sup>
Thu Jan 19	4:30 p.m.	c/o 2021	Entering 9 <sup>th</sup>

Payment is due by March 1. Summer School pre-registration for Mid-Pacific students closes on February 3 and will reopen on myPueo on March 15.

### Registration for SY17-18 Courses Start Times/Dates

Fri Feb 3	3:30 p.m.	c/o 2018	Entering 12 <sup>th</sup> grade
Mon Feb 6	3:30 p.m.	c/o 2019	Entering 11 <sup>th</sup> grade
Tue Feb 7	3:30 p.m.	c/o 2020	Entering 10 <sup>th</sup> grade
Wed Feb 8	3:30 p.m.	c/o 2021	Entering 9 <sup>th</sup> grade
Sat Feb 11	8:00 a.m.	c/o 2022	Entering 8 <sup>th</sup> grade
Sat Feb 11	9:00 a.m.	c/o 2023	Entering 7 <sup>th</sup> grade

High School registration closes on Friday, February 10 at Midnight.  
Middle School registration closes on Wednesday, February 15 at Midnight.

## F A Q s

**BEFORE YOU SUBMIT YOUR REGISTRATION FORM, TAKE A SCREENSHOT OF YOUR SELECTIONS.**

In the event of technical difficulties, email the screenshot to the HS Registrar at [records@midpac.edu](mailto:records@midpac.edu) or to the MS Registrar at [mypueo@midpac.edu](mailto:mypueo@midpac.edu).

View tutorial on how to register: <http://midpac.clarify-it.com/d/mshsnetclassre>

#### 1. Where is a copy of the Middle/High School/Summer School catalogs? Worksheets?

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

Use worksheet to jot down course number and name of courses you are requesting. When you register, the drop-down menus will list course number along with an abbreviation of the course. For example, course number 1260= **1260IJL** Individuals' Journey in Literature.

#### 2. Login AFTER your start time.

NetClassroom does not refresh screens. This means before your start time, make sure you are completely logged out of NetClassroom. You will not be able to see the Enter Request Screen if you log in before your start time or if NetClassroom was open in the background before the start time.

#### 3. 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" ONCE WHEN DONE. Do not hit the Submit button more than once or you will receive errors.

Student Username is not email address. WRONG: justinbeaver@student.midpac.edu CORRECT: justinbeaver

**4. 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. For the same reason, do not select your first choice courses as alternates.

**5. 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.

**6. 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 I-2 for summer school, register for Geometry for the next school year.

Summer school bills will be posted on NetClassroom the week of February 13 and must be paid by March 1. If payment is not received, student will be dropped from class.

**7. I plan to take a HS credit summer school course but I am also participating in a volleyball summer tournament. Can I be absent from summer school?**

No, absences are only excused for illness or for emergencies. If you are planning to be absent due to vacation or sports events, do not sign up for high school credit summer school course.

**8. 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.

**9. I am currently in the School of Arts Certificate program and wish to continue. Do I need to reapply?**

Yes, all students whether new or returning to the Certificate program must fill out an application. Fill out application as soon as possible. Go to <https://mypueo.midpac.edu/mpsa-certificate-application>

**10. I plan to sign up for the Technology or Hawaiian Cultural Studies Certificate. Is here 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.

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

Yes, at any time before midnight on February 10 (High School) or February 15 (Middle School), you can "Edit Requests" and make changes. Date/time stamp of your last submission will be recorded.

**12. I submitted my form but now all of our selections are in a different order. Did I need to resubmit?**

No, do not resubmit. The system will automatically re-order the courses by course number order.

If you run into problems during registration, High School call 973-5043 or email [records@midpac.edu](mailto:records@midpac.edu). Middle School call 973-5032 or email [mypueo@midpac.edu](mailto:mypueo@midpac.edu).