

# WINTERIM 2010

January 4 – 15, 2010

## WINTERIM ENROLLMENT INSTRUCTIONS

Welcome to Winterim 2010 registration! Below are instructions for students to **enroll** in 2010 Winterim classes. When students have completed the steps below, they will know exactly what classes they will be taking for Winterim. Students will be allowed to register based on grade level - seniors first, then juniors, sophomores and freshmen. **Classes will be filled on a first come first served basis.** When courses fill up, there will be a message indicating the class is full and students will need to select a different class. Enrollment will remain open until midnight on Tuesday, November 13. **Student Services will remove full classes from the drop-down options each day by 4:00 p.m.** If you have questions or concerns about registration, please contact Mrs. Veenema or Mrs. Case in Student Services.

Enrollment begins on the following dates:

<b>Seniors</b>	Wednesday, November 4 & Thursday, November 5
<b>Juniors</b>	Friday, November 6 & Saturday, November 7
<b>Sophomores</b>	Monday, November 9 & Tuesday, November 10
<b>Freshmen</b>	Wednesday, November 11; Thursday, November 12 & Friday, November 13

**Enrollment will be closed on Friday, November 13 at midnight.**

**Students, be sure to talk with your parents *BEFORE* you sign up for your classes.** Make certain your parents are aware of the cost and any fees associated with your choices for Winterim. If your parents do not approve your classes after enrollment has been closed, you will need to select from the classes that are left.

**REMEMBER:** While it is *possible* to change a class after you have submitted your enrollment, keep in mind that once you have dropped a class, *there is no guarantee you will be able to re-enroll in that class.* In addition, if the class has been filled, it will no longer appear in the drop down box.

### ATTENTION MAC USERS

You will need to use *Firefox* as your browser. *WA Web* will not work on *Safari*.

- 1.) Visit **WA Web** by choosing the **WA Web** link on either the Wheaton Academy website [www.wheatonacademy.org](http://www.wheatonacademy.org) or by typing in <http://wheatonacademy.org/waweb>.
- 2.) **\*\* DO NOT use the Back, Forward or Refresh buttons while using WA Web. You will lose what you have done! \*\***
- 3.) ***Students must login*** using their assigned ***Student*** user name and password they have used all year for WA Web. If a student has misplaced their login information, please contact Student Services. **Registration must be completed through the Student Login and password – not the parent login and password.**



Please read course descriptions, fee and prerequisites carefully before enrolling in a class.

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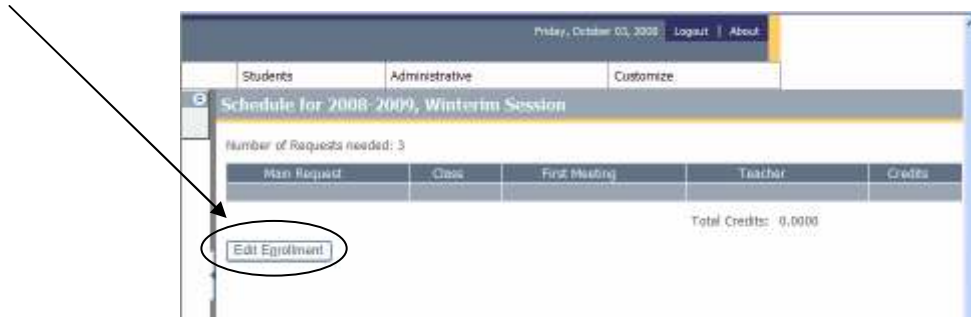
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- 4.) Click on the *Classes* menu and select *Registration* or select *Register for classes* on the left hand side of the screen. (If you do not see *Registration* in the *Classes* menu, contact either Mrs. Case or Mr. Felinski.)



- 5.) This screen should have no classes displayed yet, but will show your Winterim schedule when it is complete. (NOTE: If you have already signed up for a trip, internship or pre-arranged full day class, this page should display a completed schedule and the online enrollment process is complete. If there is an ERROR, please contact Student Services immediately.)

- 6.) Click on *Edit Enrollment*. (Reminder: DO NOT use the Back, Forward or Refresh buttons while using WA Web.)



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- 7.) **Choose your classes from the drop down menus.** Note that there are two drop down slots for each of the choices. **You MUST fill both the left and right boxes for each selection made.** Failure to fill in the teacher box on the right will prevent enrollment in the class.

Select either: (1) a morning class **AND** (2) an afternoon class  
**OR** (3) a trip

**Be sure to select BOTH class AND teacher for 1 & 2 or 3**

(Note: There will only be one choice in the teacher drop-down box, but selection is **required** to complete enrollment)

- 8.) **Click on *Submit*** at the bottom of the screen when you've entered your classes. (If exceptions are found, an explanation should appear in red by the request. If a course you think you are supposed to request is unavailable, contact Mrs. Case or Mrs. Veenema in Student Services.)
- 9.) **Review your classes.** If you need to make a change, click *Edit Requests* and you will be returned to the selection screen.

**Important Note:**  
**Disregard this statement.**  
(Number of Requests needed will be either 1, 2 or 3 when you have completed enrollment correctly.)  
  
Total credits should be 1,000.  
(if the total is 0.00 you have not filled in the teacher box and are not enrolled in classes. Select *Edit Enrollment* and correct.)

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- 10.) **FINAL STEP: Required parent authorization.** After enrollment has been closed, Student Services will send a copy of your Winterim classes with the required Parent Permission Form to your parents. **Parents MUST sign the permission form and return it to Student Services within one week.**

**The Winterim enrollment process is NOT complete until the permission form is signed by a parent and received by Student Services.**

Please be aware that Winterim courses may **not** be changed after final enrollment is complete.

Please read course descriptions, fee and prerequisites carefully before enrolling in a class.