

SCC Registration Information

Registration, scheduling, and fee payments for St. Charles Catholic High School are now an online process. Please take note:

- On Monday, February 26, 2018, you will receive an email from St. Charles Catholic High School (triche.douglas@stcharlescatholic.org) that will allow you to access your student portal to register your Comet. This email will include a specific link to your child's registration information based on the information that was given to us during the past registration process. You must click on this link to register your child for the upcoming school year at SCC. (If you do not receive this email by Tuesday, February 27, 2018, please call SCC at 985-652-3809.
- To begin, review the personal information that you have previously provided to SCC and verify that this information is correct and current. If the information on this form isn't correct, simply type over the incorrect information with the correct information, and it will automatically be updated once you submit the form.
- Section four of the registration form includes scheduling courses for your Comet for the upcoming school year. A scheduling worksheet that is grade specific for the upcoming school year was given to each student in order to assist in making course choices while completing the online registration. Additional information in our Program of Studies can be found on our school website's homepage under the Quick Links section. If you have any questions about scheduling your child, contact our Assistant Principal, Mr. Douglas Triche.
- You must complete each section of the online registration before you will be allowed to submit the registration form. Once you submit your child's registration information, you will receive an email in which you will find a link to First Bank and Trust (FBT). FBT allows you to securely pay your 2018-2019 non-refundable registration fee online through bank draft or credit/debit card. (Detailed instructions for paying online and setting up your payment method for the upcoming year are included in this packet.)
- First Bank and Trust representatives will be available at SCC on March 6 at 7 p.m. in the SCC library to assist parents as needed with regards to the new online payment system.
- The SCC registration window will be available from February 26, 2018, through Friday, March 9, 2018. To secure your placement at SCC, online registration and scheduling must be completed and the registration fee of \$425 must be paid by March 9, 2018.