

# 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](mailto:triche.douglas@stcharlescatholic.org)) that will allow you to access your student portal to register your child. This email will include a specific link to your child's registration information based on the online application information that was given to us when your child applied. 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 email [creppel.christine@stcharlescatholic.org](mailto:creppel.christine@stcharlescatholic.org).)
- 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 child for the upcoming school year. A scheduling worksheet that is specific to your child's grade level for the upcoming school year was enclosed in your welcome packet in order to assist you in making course choices for your child 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.
- On Saturday, March 3, 2018, from 10:00 a.m. – 12:00 p.m. school administrators and staff members will be available at SCC to assist you in completing registration and/or scheduling or to answer questions. You may also pay the registration fee of \$425 on this date.
- 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 cred/debit card. (Detailed instructions for paying online and setting up your payment method for the upcoming year are included in this packet.)
- The SCC registration window will be available from February 26, 2018, through Friday, March 9, 2018. To secure your placement at SCC, online registration must be completed and the registration fee of \$425 must be paid by March 9, 2018.