



ST. CHARLES CATHOLIC HIGH SCHOOL

100 Dominican Drive
LaPlace, Louisiana 70068-3499
Telephone (985) 652-3809

Courtney P. Millet, Ph.D., *Principal*
Christine Creppel, *Assistant Principal*
Michael Scalco, *Assistant Principal*

SCC Registration Bulletin

2022-2023

Registering and class scheduling for St. Charles Catholic High School are an online process. The registration payment is to be done online through the First Bank and Trust tuition portal.

Please note:

- On Wednesday, February 23, 2022, you will receive an email from St. Charles Catholic High School (donotreply@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 application and/or 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 Thursday, February 24, 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 4 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, please plan to come to our Registration and Scheduling Help Night on Wednesday, March 9 from 5:30 – 7:30 p.m., or contact our Assistant Principal, Christine Creppel at creppel.christine@stcharlescatholic.org.
- You must complete each section of the online registration before you will be allowed to submit the registration form. You will know that the section is completed because you will see a check mark above that section. Once you submit your child's registration information, you can sign on to your First Bank and Trust (FBT) online tuition account at <http://tuitionportal.fbtonline.com>. FBT allows you to pay your 2022-2023 non-refundable registration fee online securely through bank draft or credit/debit card. (Detailed instructions for creating your FBT account and paying the registration fee are included in this packet.)
- The SCC registration window will be available beginning Wednesday, February 23, 2022 through Thursday, March 17, 2022. To secure your placement at SCC, online registration and scheduling must be completed through the school website, and the registration fee of \$425 must be entered and paid through the FBT tuition portal website by March 17, 2022.