

How to Request Summer School 2021 credit courses

Requests are not first come first served. We try to honor all requests, but they are not a guarantee of enrollment in a specific class section. Selecting an alternate session, course, or time is recommended.

In classes that receive more requests than our faculty and physical space can accommodate, a digital randomization program selects the class rosters. Those students remaining will be placed in their alternate class, or on a waiting list if no alternate was selected.

- Log in to <u>MyBackpack</u> with your assigned **parent or guardian** username and password. Please email <u>Backpack@ursulinedallas.org</u> with any login or MyBackpack account questions.
- 2. Under the My Forms/Documents menu, choose UA Summer & After School Programs.

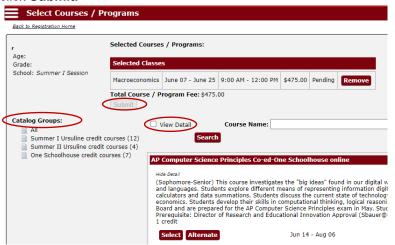


3. Please read session dates and course request information carefully. Select the red bar when you are ready to make new course requests.



To add a second request or alternate, select "Add or Modify" in the requests listed below.

4. Review the courses available. Use "Catalog Groups" to view courses by session. Select "View Detail" to see course descriptions. Make your selections, and review them at the top of the page. When finished, click **Submit.**



5. A completed request status will be "Submitted, Pending Approval".



This will change to "Approved" when requests are processed, with the course status in green.

