

How to Request Summer School credit courses

Summer School Course Request Policies

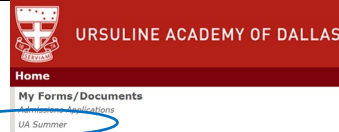
Every effort is made to place students in their requested Summer School classes, but a course request is not a guarantee of placement.

Course requests are not first come first served, and each request has equal value. If a course receives more requests than our faculty or facility can accommodate, requests are randomized for fair and equal access to course placement.

Due to the impact on tuition accounts, course requests must be made by a parent or guardian in their MyBackpack account.

1. Log in to [MyBackpack](#) with your assigned **parent or guardian** username and password. Please email Backpack@ursulinedallas.org with any login or MyBackpack account questions.

2. Under the *My Forms/Documents* menu, choose *UA Summer*.



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



Welcome to Ursuline Academy Summer School!

Summer School 2023 offers credit courses in three sessions:

Ursuline Summer I, on campus: Friday, June 2 – Friday, June 23

One Schoolhouse, online: June 13 – August 5

REQUEST SUMMER I OR ONE SCHOOLHOUSE COURSES

Ursuline Summer II, on campus: Monday, July 17 – Friday, August 4

REQUEST SUMMER II COURSES

Summer School 2023 course requests accepted from Feb. 1 at 8:00 a.m. until Feb. 15 at 5:00 p.m.

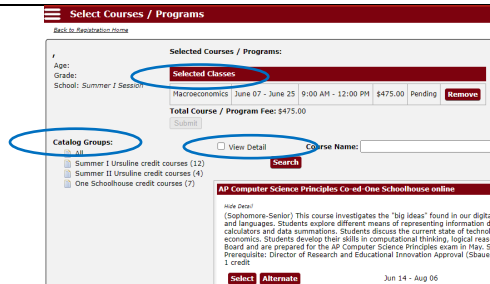
Requests are not first come first served.

Summer schedules will be posted in MyBackpack by Feb. 25.

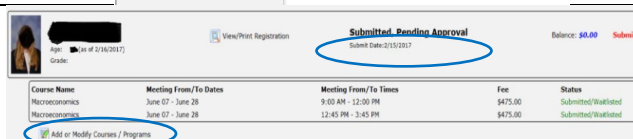
[Ursuline Summer School questions](#) [One Schoolhouse questions](#)

[Tuition or payment questions](#) [My Backpack questions](#)

4. Use *Catalog Groups* to view courses by session. Select *View Detail* to see course descriptions. Make your first choice and alternate selections. Review *Selected Classes* at the top of the page and click *Submit*.



5. A completed request status will be *Submitted, Pending Approval*. To add another request, select *Add or Modify*.



6. That's it! No payment is needed at this time. Tuition accounts will be billed after scheduling is complete. To cancel or change a selection, email summerschool@ursulinedallas.org. You will receive an email when scheduling is complete with instructions on how to view your Summer School schedule.