

Summer Programs 2020 Course Requests Directions For Ursuline Students, classes of 2021, 2022, 2023 and 2024

For details on specific Summer School Courses, Camps and Workshops, including course descriptions, class dates and times, refer to the <u>Summer Programs webpage</u>.

Important Dates for Summer 2020 School Courses

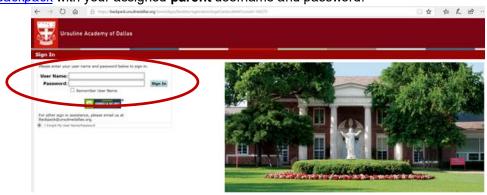
- February 11 14: Summer School Course Requests for current students
- April 14 17: Summer School Course Requests for new students
- June 1: Last day to make Summer School schedule changes
- June 4: Summer School Orientation, first day of Senior Summer School courses
- June 5: First day of all other Summer School credit courses
- June 25: Last day of Summer School credit courses

Important Dates for Summer 2020 Camps and Workshops

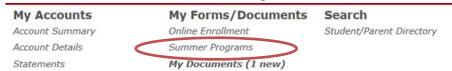
- February 1 Summer 2020 Camp Registration opens
- June 8 12: Camp Week 1
- June 15 19: Camp Week 2
- June 22 26: Camp Week 3
- June 29 July 3: Camp Week 4
- July 6 10: Camp Week 5
- July 13 17: Camp Week 6
- July 20 24: Camp Week 7
- July 27 31: Camp Week 8
- August 3 6: Camp Week 9

Steps for Requesting Summer School courses, workshops, and camps:

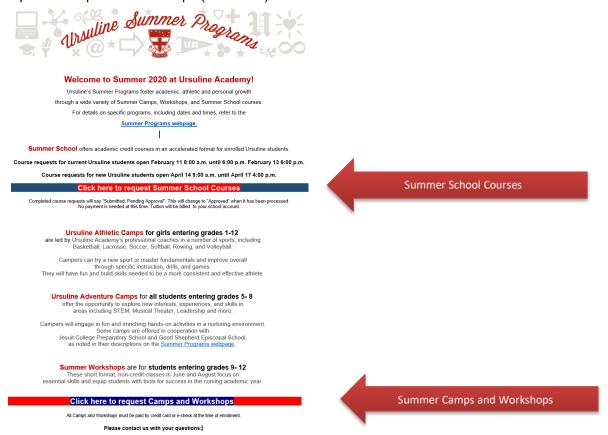
1. Log in to MyBackpack with your assigned parent username and password.



2. Under the My Forms/Documents menu, select Summer Programs.



3. Select the link that corresponds to the program you are requesting. Summer School (credit courses) will use the top link. Camps and Workshops (non-credit) will use the bottom link.



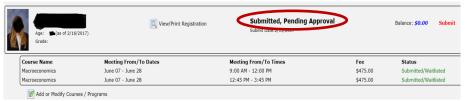
- 4. If you have more than one daughter at Ursuline, select the one for whom you are making the request.
- 5. Select the Courses, Workshops or Camps that your daughter is requesting for this summer. Selecting an Alternate is optional.



6. If a requested program is full, you will see a **Waitlist** button rather than **Select**. Click **Waitlist** and your daughter will be added to the list when your request is submitted. We will email when a place becomes available.



7. To complete your Summer School Course requests, click **Submit**. Once submitted, your Course Request status will say "Submitted, Pending Approval". Your request is complete, and you do not need to take any further action.



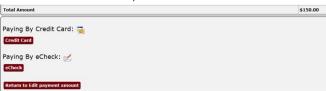
8. All Summer School Course requests will be processed after course requests close. The student's status will change to "Approved" and you will see her enrolled or waitlisted courses. Tuition will be applied to your account.



9. To complete Camp and Workshop requests, click **Submit.** Payment must be made at the time of registration. When you see this page, select **Pay Required Amount** and click **Next**.



10. Select your form of payment, credit card or e-check, here.



11. Complete your payment information for credit card or eCheck, then click **Proceed to Payment Confirmation**.



12. When payment is complete, you can see the Camps and Workshops for which she is scheduled and/or waitlisted by returning to the Summer Programs page in My Backpack (see Step 2).

Please contact us with your questions:

- Summer School and Workshop questions
- Camp questions

- Tuition or payment questions
- MyBackpack questions

We look forward to seeing you at Ursuline this summer!