

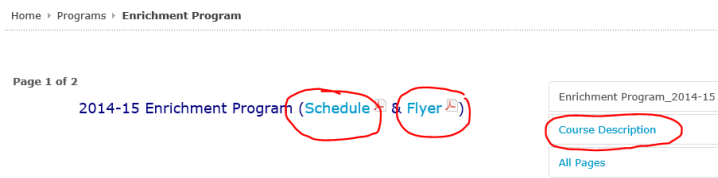
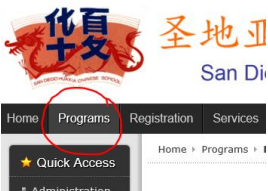
# Student's Guide to Enrichment Program Enrollment

Rev. 0.2 9/14/2014

This guide is for existing Hua Xia students only. If you have not enrolled in SDHXCS's Bilingual or Regular Program, please contact our school office for the enrollment of Enrichment Program.

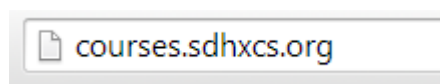
## STEP1

1. Go to <http://www.sdhxcs.org> and click on "Programs" and select "Enrichment Program";
2. You should find "Schedule", "Flyer" and "Course Description" on the page of "Enrichment Program";
3. Please read all course related documents carefully, so you can have full understanding of each enrichment course. Pay attention to class schedule, fees and other restrictions.

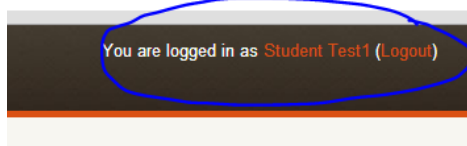


## STEP2

1. Once you decide on your enrichment course, you may go to <http://courses.sdhxcs.org> or click on "My Courses" at the upper right corner of [www.sdhxcs.org](http://www.sdhxcs.org);
2. Click "Login" link on the top bar;
3. Type in your username and password. If you don't have a username and password, please get them from your teacher of Chinese language course;



4. **If this is the first time for you to log in to the system, you are required to change your default password and complete your profile.** To change your password, click on your name next to "Logout" link at the top of the screen, or anywhere else that your name appears to be a link. Then click the "Change password" tab. To access your profile, just click the "Edit profile" tab;



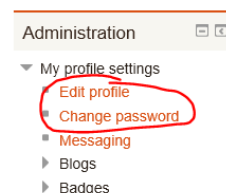
Change password

Username student1  
The password must have at least 8 c  
alphanumeric character(s)

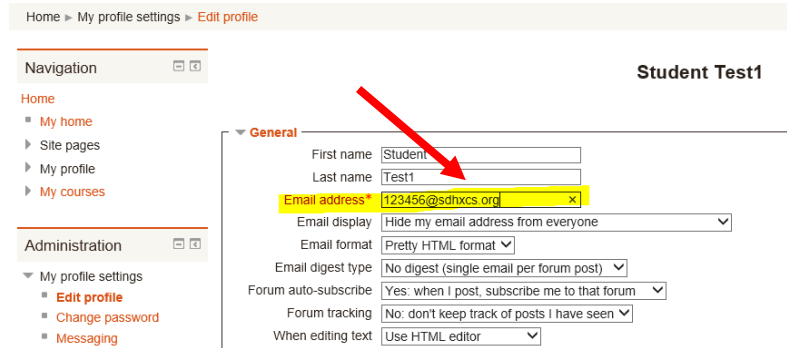
Current password\*

New password\*

New password (again)\*

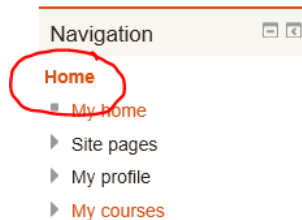


5. **STOP! NOW YOU MUST UPDATE STUDENT EMAIL IF YOU HAVE NOT DONE IT YET.** The email such as [xxxxxx@sdhxc.org](mailto:xxxxxx@sdhxc.org) is a fake email and cannot be used for enrollment. **You should replace it with your personal email.** You may click on “User’s Guide” and find Student User’s Manual for more details;

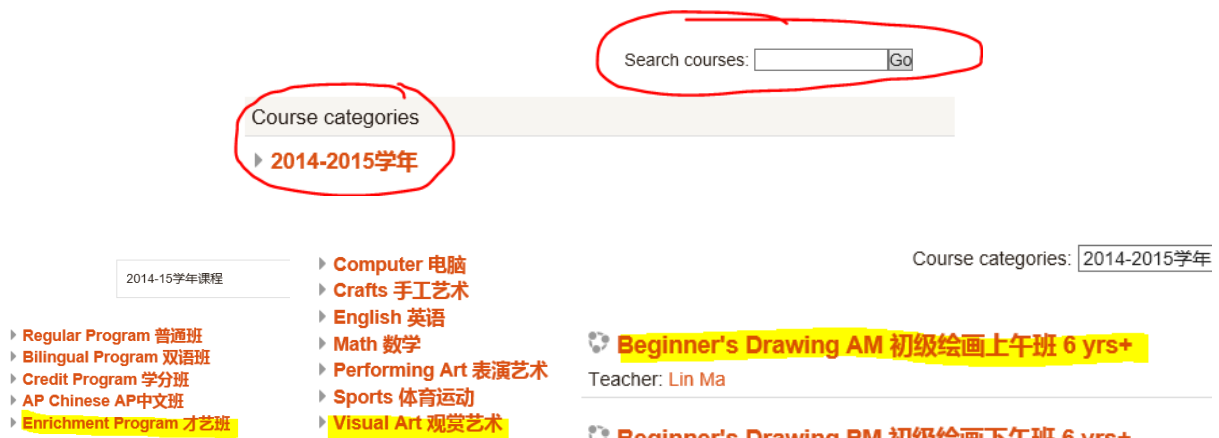


### STEP3

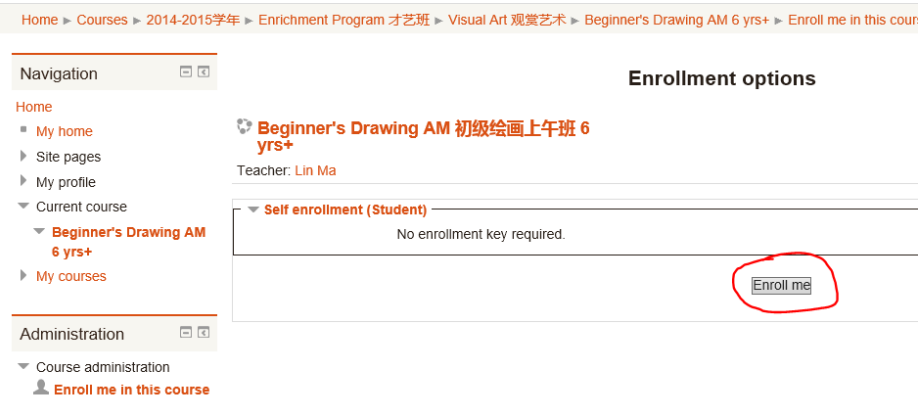
1. After you update student information, you may simply click on “**HOME**” on the sidebar;



2. Take a look at the bottom of the home page, you should see Course categories of “2014-15 学年” and a course search box. You may browse the course categories to find your course or type a keyword of the course title to search your course. **For example**, if you want to find “Beginner’s Drawing AM Class”, you may click on ““2014-15 学年”, then “Enrichment Program”, “Visual Art” to locate the course;



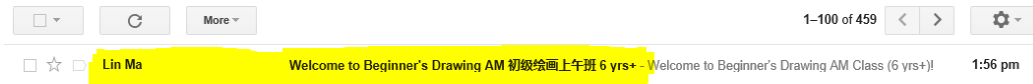
- Once you find the course for enrollment, click on the course title and you'll see a new page of "Enrollment options";



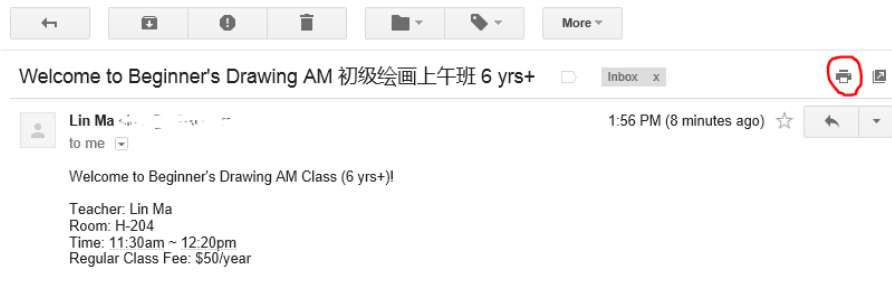
- Now just simply click on the tab of "Enroll me", and your enrollment is **DONE!** You'll be directed to the new course home page if your enrollment is successful.

## STEP4

- Log into your personal email account, you should be able to see a Welcome message from your teacher. If you cannot find it, check you spam folder;

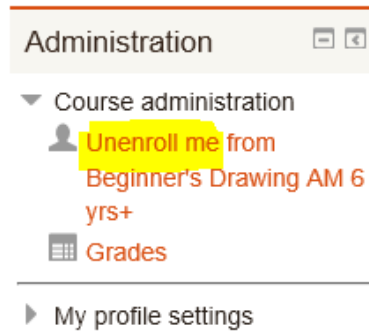


- Print out the confirmation email, and take it to your enrichment class teacher along with your payment to complete the enrollment.



## Q&A

1. **What's the enrollment period of the enrichment program?**
  - The start date is September 15, and the end date is September 22.
2. **Can I make any course changes if I've already enrolled in one enrichment course?**
  - Yes, you may enroll or unenroll any enrichment course during the enrollment period.
3. **How can I withdraw from an enrolled course?**
  - Log into your MyCourse account and click onto "Unenroll me from XXX" under "Course administration".



4. **I am a student parent and want to enroll in one of the courses for parents, but I don't have an account. What should I do?**
  - You may use your child's account to complete your enrollment.