
SDHXCS 2020-21 Continuing Student Enrollment Instructions

April 2020

Ready for Online Enrollment ?

Please have the following information ready for online enrollment

■ ***Student username***

- This is your 6-digit student ID
- Please contact your teacher if you don't have it

■ ***Password***

- Your password is your EXISTING password
- Please contact Hua Xia IT Admin if you forget your password and cannot reset it by yourself

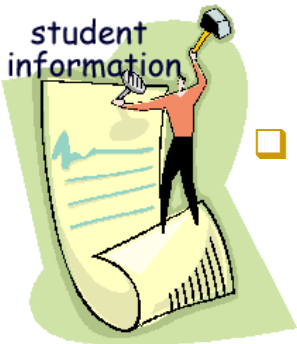


Ready for Online Enrollment ?

Please have the following information ready for online enrollment

■ ***Student information***

- Student email, school name, school district, grade level in **2020-21** school year, parent information, family physician information ...
- Student email has to be **unique** and cannot be shared with other students, even from the same family
- Suggestions for students who don't have an email
 - Parents help set up a new Google or Yahoo email account
 - Forward student emails to a parent email account in the email account settings



Ready for Online Enrollment ?

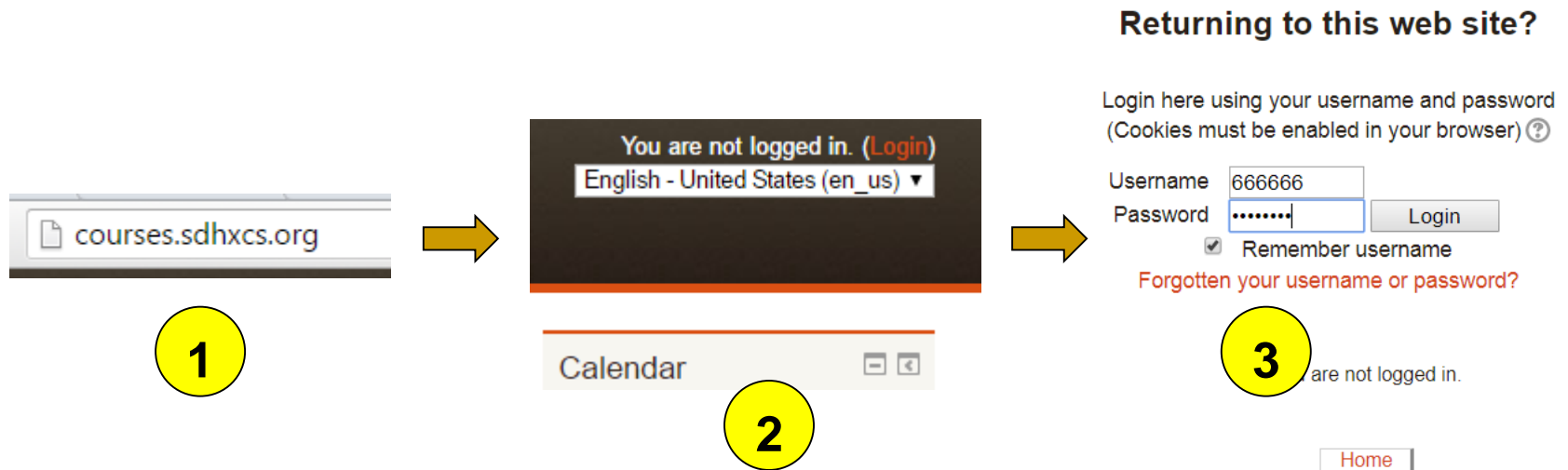
Please have the following information ready for online enrollment

- **Credit card**
 - VISA or MasterCard **ONLY**



Step 1 - Student Account Login

- Type courses.sdhxcs.org into your web browser
- Click on “**Login**” in the upper right corner of the home page
- Log into your account by entering your **Username (Student ID)** and **Password**



Step 2 – Student Profile Update (1)

- After you log into your account, you'll see the menu "**My profile settings**" under Administration



Navigation

Home

- My home
- ▶ Site pages
- ▶ My profile
- ▶ Courses

Administration

- ▶ My profile settings

Welcome to Hua Xia S

欢迎使用

Administration

- ▼ My profile settings
 - Edit profile
 - Change password
 - Messaging
- ▶ Blogs
- ▶ Badges

- Click on "My profile settings", and then "Edit profile"

Step 2 – Student Profile Update (2)

- Please update your **General and Personal information**
- Make sure to update your **Email Address, School District, School Name, Grade Level** in **2020-21** school year, and etc.

student email

Student Test

▼ General

First name Student

▼ Personal Information

Chinese Name

Date of Birth* 13 April

Gender* Male

Home Phone Number*

Home Address*

Parent Name*

Parent Phone Number*

Parent Email*

School District*

School Name*

Grade Level in 2020-21*

Emergency Contact*

Emergency Contact Number*

Family Physician*

Family Physician Number*

Insurance Company*

Policy Number*

Chinese Program*

Enrichment Program*

Update profile

1

2

3

Step 2 – Student Profile Update (3)

San Diego Hua Xia Chinese School 圣地亚哥华夏中文学校

SDHXCS Home 华夏首页 Programs 华夏课程 Classroom Assignment 教室安排 Policies & Regulations 规章制度 S

Registration 注册 User's Guide 用户指南

Home ▶ My profile settings ▶ Edit profile

Navigation

Home

- My home
- Site pages
- My profile
- Courses

- General
- User picture
- Interests
- Optional
- Personal Information

Administration

My profile settings

- Edit profile
- Change password
- Messaging
- Blogs
- Badges

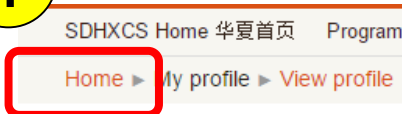
Update profile

- Once you fill out all required fields and click on “Update profile”. You may also click on “Change password” **IF** you want to update your password

Step 3 – Program Selection

- After your **Student Profile** is updated, please click on “**Home**” to go back to the course front page
- On the front page, select your enrollment program
 - Please be aware that the enrollment is “**Program**”, NOT class, grade level based

1



** 2020-21 Online Registration Begins on 4/19/2020 **

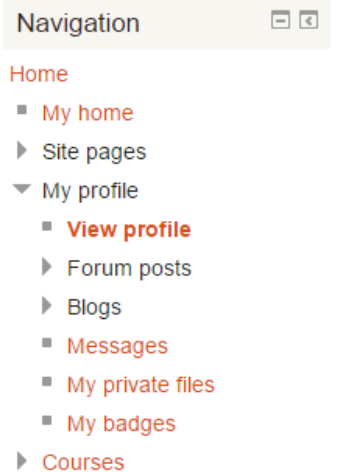
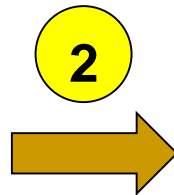
** Credit Card Payment Recommended **

STOP! Please read Enrollment Instructions FIRST!

Regular Program 普通班 Bilingual Program 双语班

Credit Program 学分班 AP Chinese AP中文班

Adult Program 成人班



Regular Program will be used as an example

Credit Card Payment

Step 4 – Course Payment Form (Credit Card)

- Now you can access **Enrollment Payment Options**
- Please read and accept “**Terms & Conditions**” before clicking on “**Pay Now**” to go to the credit card payment form

021学年 > Regular_Program_2020-21 > Enroll me in this course > Enrollment options

Enrollment options

Regular Program 2020-21

This course requires a payment for enrollment.

By click on Pay Now, I acknowledge that I accept the [Terms & Conditions](#)

Authorize.net

Cost: USD 515.00

Important! Please only click the "Pay Now" button ONCE on the next payment form. Otherwise, you could be double billed. Please be patient as this process can take up to a minute.

Pay Now

Check or Money Order (USD 535.00, \$20 processing fee included)

If you wish to pay by check or money order, please click on "Enroll me".

The registration isn't considered completed until the payment is received within one week.

Please print out the confirmation page after your application is submitted, and turn it in with the check to the office within one week. If the check is mailed to the school mailing address, it must be post-stamped within one week.

The registration will be automatically voided if the payment is not received timely.

Enroll me

For credit card payment

Regular Program is used as an example

For check/MO payment

Step 5 – Payment Submission (Credit Card)


Order Information * Required Fields

Invoice Number: student3-20200413152

Description: Regular Program 2020-21

Total: \$515.00 (USD)

Payment Information



Card Number: * (enter number without spaces or dashes)

Expiration Date: * (mmyy)

Card Code: * [What's this?](#)

Billing Information

Customer ID: 630-1966-2389-21096

First Name: * Last Name: *

Address: *

City: *

State/Province: Zip/Postal Code: *

Email: *

Phone:

Shipping Information

First Name: Last Name:

Company:

- Please filled out **Payment Form** and click on “**Pay Now**” to submit your enrollment and payment
- If your registration is successful, you’ll be directed to the **Course Welcome Home Page**. **IF NOT, PLEASE CONTACT US and DO NOT RESUBMIT YOUR PAYMENT or REFRESH YOUR WEB BROWSER**
- **To prevent duplicate charges, please logout your account and close your web browser immediately**

IMPORTANT

Make sure your email is correct !! Payment auto-receipt will be sent to this email.

Regular Program is used as an example

Check/MO Payment

Step 4 – Course Payment Form (Check/MO)

- You may click on “**Enrol me**” if to choose check or money order payment option

021学年 > Regular_Program_2020-21 > Enroll me in this course > Enrollment options

Enrollment options

rse Regular Program 2020-21

This course requires a payment for enrollment.

By click on Pay Now, I acknowledge that I accept the [Terms & Conditions](#)

Authorize.net

Cost: USD 515.00

Important! Please only click the "Pay Now" button ONCE on the next payment form. Otherwise, you could be double billed. Please be patient as this process can take up to a minute.

Pay Now

MasterCard, Maestro, VISA, DISCOVER, BANK

Check or Money Order (USD 535.00, \$20 processing fee included)

If you wish to pay by check or money order, please click on "Enroll me".

The registration isn't considered completed until the payment is received within one week.

Please print out the confirmation page after your application is submitted, and turn it in with the check to the office within one week. If the check is mailed to the school mailing address, it must be post-stamped within one week.

The registration will be automatically voided if the payment is not received timely.

Enroll me

For credit card payment



Regular Program is used as an example

For check/MO payment



Step 5 – Pending Enrollment (**Check/MO**)

- Your enrollment application will be **pending** upon approval
- Please print out the application confirmation page and bring a copy to school office along with your payment

Confirmation

Bilingual Program is used as an example

Pay Now

MasterCard Maestro VISA DISCOVER BANK

Enrollment Application successfully sent.

You will be informed by email as soon as your enrollment has been confirmed. If you want to enroll to other courses, please click "course catalogue" in the top menu.

You are logged in as Student Test (Logout)

Regular_Program_2018-19

Step 6 – Auto Receipt / Enrollment Confirmation

■ Credit Card Payment

- An auto-receipt will be sent to **credit card holder's** email account.
Check your Spam box if you cannot find it
- ***Save and keep the receipt till the end of the school year***

■ Check/Money Order Payment


- Once your payment is received, your registration will be completed and a confirmation email will be sent to student email account
- ***Save and keep the confirmation email till the end of the school year***

You are
ready to go !

Thank
you 

Common Technical Questions (1)

- Do the transactions made by credit card stay secure?

 Secure | <https://secure.authorize.net/gateway/transact.dll>

A> Yes. We use Authorize.net as our payment gateway provider, which is one of the safest gateways out there. All transactions are made through SSL secure channel and we never store your credit card information.

Common Technical Questions (2)

- There are multiple charges on my credit card!
What should I do?

A> Take it easy. When you run into errors during enrollment, refresh web pages after payment is submitted, and etc., Authorize.net may place a pending charge on your account. Usually, pending charges are removed from your account in about three business days.

However, if your credit card is eventually charged multiple times, you may contact Hua Xia school office. Once your multiple charges are verified, we'll refund your payment(s). You don't have to file any dispute with your credit card company.

Common Technical Questions (3)

- I can't find Profile settings menu on my home page



A> The menu bars may have been docked in the upper left corner of the web browser. Please click on them to undock the menus

Common Technical Questions (4)

- Do you take Discover or American Express?

A> No, Visa and MasterCard only.



Technical Support Contact

- Email: info@sdhxc.org

