
SDHXCS 2024-25 Continuing Student Enrollment Instructions

April 2024

Where to register for 2024-25 school year?

- Our Learning Platform home:
<https://mycourses.sdhxcs.org>

Ready for Online Enrollment ?

Please have the following information ready for online enrollment

■ ***Student username***

- This is your current username
- Please contact your teacher if you don't have it

■ ***Password***

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

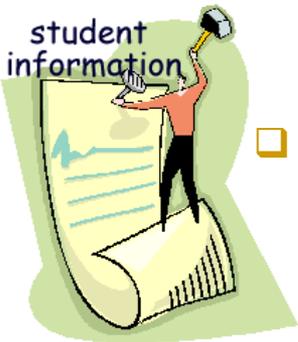


Ready for Online Enrollment ?

Please have the following information ready for online enrollment

■ ***Student information***

- ❑ Student email, school name, school district, daily grade level in **2024-25** 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**

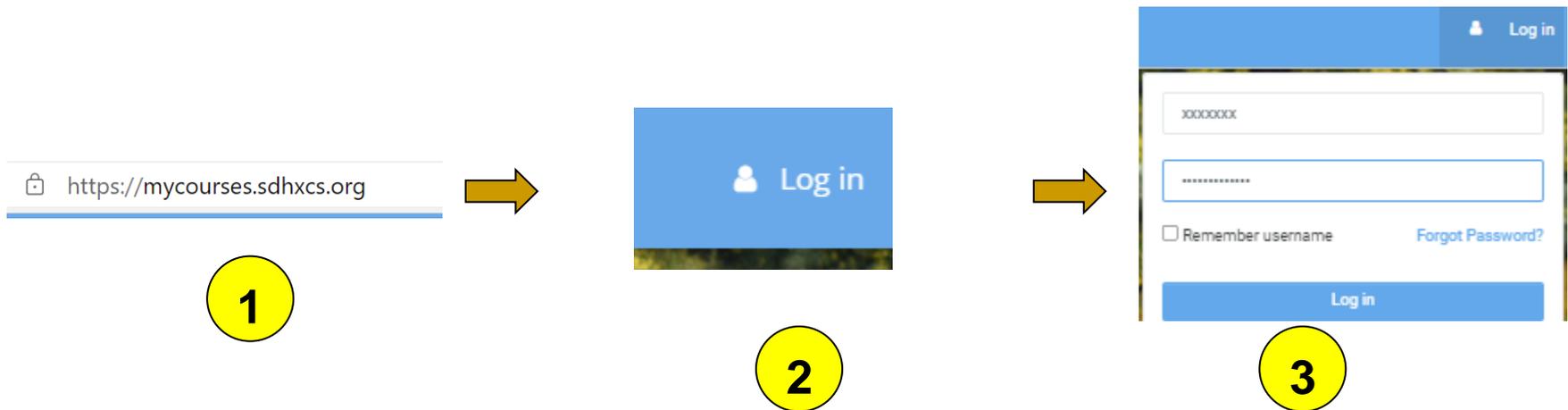


- **Check**

- \$20 process fee

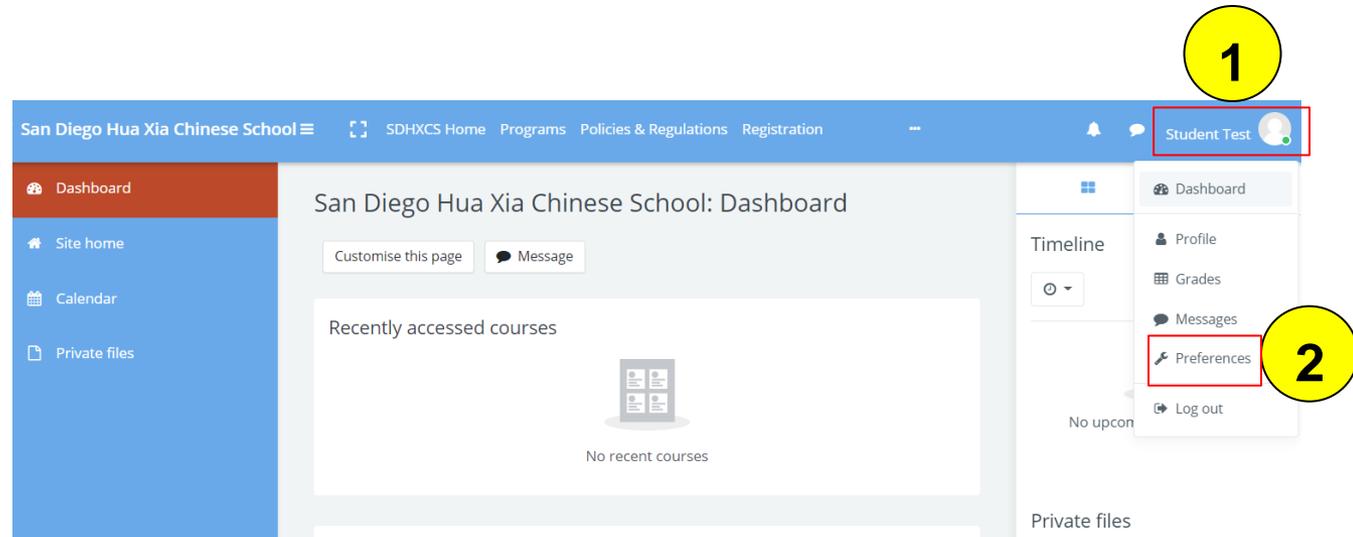
Step 1 - Student Account Login

- Type <https://mycourses.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**

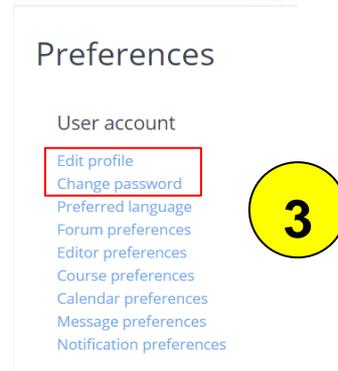


Step 2 – Student Profile Update (1)

- After you log into your account, you'll see the menu "**Preferences**" under the User icon



- Click on "Preferences", and then "Edit profile" to update your profile or "Change password" to update your password



Step 2 – Student Profile Update (2)

- Please update your **General and Personal information**
- Make sure to update your **Email Address, School District, School Name, Daily Grade Level** in **2024-25** school year, and etc.

The image shows a two-step process for updating a student profile. Step 1 shows the 'General' section with the 'Email address' field highlighted in red and labeled 'student email' with a blue arrow. Step 2 shows the 'Personal Information' section, which is also highlighted in red. A large yellow arrow points from step 1 to step 2. Three yellow circles with numbers 1, 2, and 3 are placed around the form. Circle 1 is next to the 'Email address' field. Circle 2 is next to the 'Update profile' button. Circle 3 is next to the 'Cancel' button. The 'Update profile' button is also highlighted in red. The form includes fields for Date of Birth, Gender, Home Phone Number, Home Address, Parent Name, Parent Phone Number, Parent Email, School District, School Name, Daily Grade Level in 2021-22, Emergency Contact, Emergency Contact Number, Family Physician, Family Physician Number, Insurance Company, and Policy Number. A red box highlights the 'Update profile' and 'Cancel' buttons at the bottom of the form.

student email

1

2

3

Update profile

Cancel

Step 2 – Student Profile Update (3)

The image shows a user interface for updating a profile. On the left, a 'Preferences' sidebar lists various options, with 'Change password' highlighted by a red box. The main content area is titled 'Change password' and contains a 'Username' field. Below it, a password requirement message states: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #'. Three password input fields are shown: 'Current password', 'New password', and 'New password (again)'. Each field has a red exclamation mark icon to its left, indicating it is a required field. These three fields are enclosed in a red rounded rectangle. At the bottom of the form are 'Save changes' and 'Cancel' buttons. Below the form, a message reads: 'There are required fields in this form marked !'.

- 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 “**Site home**” to go back to the course front page
- At the bottom of the front page, select your enrollment program
 - Please be aware that the enrollment is “**Program**”, NOT class, grade level based

1

The screenshot displays the website interface for San Diego Hua Xia Chinese School. On the left, a blue navigation sidebar contains the following items: 'Dashboard', 'Site home' (highlighted with a red box), 'Calendar', and 'Private files'. A yellow circle with the number '1' is positioned to the left of this sidebar. A yellow circle with the number '2' is placed above a large yellow arrow that points from the 'Site home' link to the first program card. The main content area features three program cards for the 2024-25 school year:

Program Name	Chinese Name	Year
Math Program	数学班	2024-25
Credit Bilingual Program	双语学分班	2024-25
Regular Bilingual Program	双语普通班	2024-25

Regular Program will be used as an example

Tuition Payment

Regular Program
is used as an
example

Two payment methods available

For **credit card**
payment

Regular Program 2024-25

Regular Program
普通班
2024-25

This course requires a payment for enrollment.

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

[Authorize.net](#)

Cost: USD 690.00

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.

Important! [AP Program](#): Only students who have passed Hua Xia AP placement test are eligible to register.



For **check/MO**
payment

Check or Money Order

Check or Money Order

Cost: \$710.00, \$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 mail your check or money order to school office, and note the student's English name and birthdate with the payment.

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

Comment

Enroll me

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

This course requires a payment for enrollment.

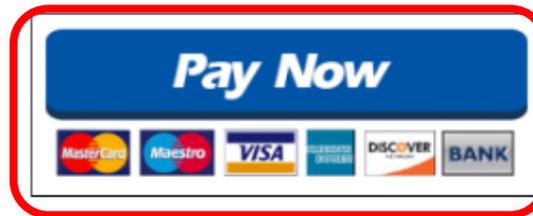
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Regular Program is used as an example

Step 5 – Payment Submission (Credit Card)

Description: Regular Program 2024-25

Total: \$690.00 USD

Payment Information



Card Number: * (enter number without spaces or dashes)
Expiration Date: * (mmyy)
Card Code: * [What's this?](#)

Billing Information

Customer ID: 289-1760-1259-33355
First Name: * Last Name: *
Address: *
City: *
State/Province: * Zip/Postal Code: *
Email: *
Phone: *

Shipping Information

First Name: t Last N i
Company: XIAOYU000

Pay Now

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**” to choose **Check/MO** payment option

▼ Check or Money Order

Check or Money Order

Cost: \$710.00, \$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 mail your check or money order to school office, and note the student's English name and birthdate with the payment.

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

Comment

Enrol me

Regular Program is
used as an example

Step 5 – Pending Enrollment (Check/MO)

- Your enrollment application will be **pending** upon approval
- Please mail your check or MO to school office, and **note the student's English name and birthdate with the payment**
- You'll receive a confirmation email before school starts



Confirmation
pending
upon
approval

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 before school starts
- ***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)

- Do you take Discover or American Express?

No, Visa and MasterCard only.



Technical Support Contact

- Email: it@sdhxcs.org

