

文诚 2016-2017 年注册说明
Instruction to WSCC Online Registration
2016 - 2017 School Year

文诚 2016-2017 学年网上注册系统 5/22 开放。注册网页链接是 <http://wsc.cnschool.org> 网上注册系统可以选课、登记值日、查看账户结余，但付款仍需到前台交付支票或现金。暑假期间付款可邮寄至学校信箱。

WSCC opens online registration system for 2016-2017 School Year on 5/22. Parents can start to register online to select classes, sign in school duty and check your account balance. However the tuition payment has to be submitted at the registration desk when school is in session or to be mailed to school mail box during summer time.

Here is the online registration web link <http://wsc.cnschool.org>

注册流程 Procedure to register

1) 请使用 Firefox, Chrome 或 Safari 进入注册网页，**微软 Explorer 会有部分功能无法显示。 Explorer does not support all necessary features.** Compatible web browsers that can be used are Firefox, Chrome, and Safari.

Please Contact school Admin (wsc.info@gmail.com) if you have difficulty to use the system.

2) 目前在校家庭均已有了账户，User ID 是其中一位家长的 Email 地址，如无法确定是哪位家长的 Email 请向校方询问后再登陆，**不要随意再设置新账户。**

*如忘记密码，点击 LOGIN 下面的“Forgot password?”然后按说明重设密码。

*新家庭需要先建立新家庭账户，登记家庭联系信息(家长姓名住址电话等)，孩子的姓名年龄等，然后再注册选课。

If you have previously registered with the school, USER (user ID) is one of parents' emails. If not sure which email used, please contact the school administration first (wsc.info@gmail.com). **Do Not create a new account with another email.**

*If you forget the password, under LOGIN, click “Forgot password?” to reset password following the instruction.

*New family please click “New User” under LOGIN and enter the required information to open a new account.

3) 注册选课前请确认在左上角 Semester 应为 2016-2017 School Year。一学年注册一次，包括中文课和才艺课。

Before registering, please make sure the “2016-2017 School Year” is next to Semester at top left of the window. The once a year registration covers classes from Sept 2016-Jun 2017.

说明：中文课一至六年级有两个或三个平行班，请上文诚课后班的家庭集中报在该年级乙班(B班)以便于周日班教学和课后班辅导的沟通与衔接。目前仍有部分课程有待确定老师，有的将在开学时根据实际需求调整。

Notes: Grade 1 to 6 Chinese classes each grade has 2 or 3 classes. For each grade “B class” is assigned for students who also enrolled in WSCC after school program. This arrangement is to build an easy communication between Sunday teaching and after school tutoring. Some classes are to be determined or re-arranged according to actual enrollment by September.

4) 在左边 Parent 栏目下点击 Student & Course, 再选学生的名字, 然后在右边窗口"Course Registration"右上方点击 Register, 会有小窗口跳出关于注册费和值日押金的说明, 阅读后点击 OK, 随后 Register 图标淡化, 而三个新图标 New, Drop, Switch 显示出来。点击 New 可以进入选课目录, Drop 用于退课, Switch 用于换课。在校生注册 6 月 19 日之前注册费为\$10 的优惠价, 之后则与新生等同, 一律为\$25。

To add a new student, edit information about a current student, or to delete a student, select Parent ► Student & Course on the left panel and go the Student window and select New, Edit, or Delete.

To register for a course, to drop a course, or to switch courses, select Parent ► Student & Course on the left panel and go to the Student window to select a student. Next, go to the Course Registration window and click Register button at right, a window with information about Registration fee and Duty deposit will pop up, please read the message and click OK to close the pop up window. After that three icons will become available: New, Drop and Switch. Click New to enter class selection, click Drop to cancel class and Switch to change class when needed.

As a current family, if you register before Jun 19, registration fee is \$10/student. After that, registration fee will be \$25/student for all.

5) 选课完毕, 在左边 Parent 栏目下点击 Account Balance, 即可看到各项费用及结余。将此页打印一份作为交费凭据。交费前还须签署一份新家长须知, 请家长务必阅读签字后连同交费凭据和支票一同交给注册人员。家长须知文本在网上可下载, 前台注册处也会有备份。

http://www.wsccl-ma.org/2012Spring/WSCC_Parent_Release.pdf (家长需阅读后签名交到学校)

<http://www.wsccl-ma.org/2012Fall/Parent%20Guardian%20Rules.pdf> (请家长阅读自己保存)

暑假期间可邮寄至学校信箱 WSCC, P.O. Box 3232, Woburn, MA 01888

To check the account balance, select Parent► Account Balance on the left panel to go to the Finance Information window. Select Print Version on the right of the Finance Information window and print a copy of the page when submitting the payment.

Each family also needs to read and sign a copy of Parent/Guardian Liability and Responsibility Agreement, which can be downloaded from the link

http://www.wsccl-ma.org/2012Spring/WSCC_Parent_Release.pdf (parents read, sign and submit to school)

<http://www.wsccl-ma.org/2012Fall/Parent%20Guardian%20Rules.pdf> (parents read and keep)

When school is in session, bring the 1) Financial Information; 2) Parent/Guardian Liability and Responsibility Agreement; and 3) check (Payable to WSCC) to the registration desk. When school is not in session during summer time, mail above 3 items to:

Winchester School of Chinese Culture, **P.O. Box 3232, Woburn, MA 01888**

6) **家长值班登记:** 在左边 Parent 栏目下点击家长值班 Duty Registration, 在 Available Duties for Registration 栏下, 可选日期 Date 和值班时段 Session。在 Register 下面可选的方框中打钩, 然后点击 Save 即完成登记。所登记的时段会显示在下面 Duty Registered and Performed 栏目中。如果需要更换时段, 点击 Unregister 去掉已选时段, 然后再重新选时段登记。

To register for parent duties, select Parent ► Duty Registration on the left panel and go to the Available Duties for Registration window. Select the drop down box to choose a Date for family duties and scroll down to view available Sessions and Duty Names for a selected date. Register for a session and duty name by selecting the appropriate box. Select Save on the right of the Available Duties for Registration window to save the registration.

To unregister for family duties, select Parent ► Duty Registration on the left panel and go to the Duty Registered and Performed window. Highlight the registered duty and select Unregister on the right of the Duty Registered and Performed window to remove the registration. Refresh the page and login to confirm the action.

说明: 每家每学年按学生人数登记学校值日, 一个孩子在文诚, 每学年需登记两次值日, 即每学期各一次。担任班级内轮值相当于一次学校值日。班级轮值由本班家长代表负责安排。任课老师兼学生家长可免做值日。

Notes: number of duty required each school year is two times number of children in the family taking classes at WSCC, e.g. at least one per child per term. The Duty deposit would be credited to the account until parent duty from both terms are performed. For Grade 3 and lower, Classroom parent duty counted as one time school duty. Please contact classroom representative parent for classroom duty arrangement and record keeping.

7) 教材购买: 新学期教材购买将与注册手续分开, 6月5日后有专门的台位出售教材。
Textbook: we will have a separate table to sell textbook, available on and after Jun 5.

8) 6/5、6/12 和 6/19 日, 已在网上选好课程的家庭可以到前台(Lynch 大厅)付费, 购买教材。对注册或选课有问题的家长可以先在前台咨询或送 Email 至 wsc.info@gmail.com。
Next a few Sundays when school opens we accept walk-in registration, submitting payment and purchasing textbooks. Please make use of these time periods for face to face communications. Please contact wsc.info@gmail.com for online registration questions.

9) 2015-16 学年在 6 月 19 日结束, 2016-17 学年 9 月 11 日开始。
2015-16 school year ends on 6/19 and 2016-17 school year starts on 9/11/2016.

http://www.wsc-ma.org/2016-17/WSCC2016-17_InstructionToOnlineRegistration.pdf