Registration Instructions: NEW STUDENTS ONLY

NOTE: opening and closing dates of registration are posted on the home page and Registration pages of our website. YOUR OPENING DATE IS: We will not accept students beyond the close of registration.

NOTE: The registration system where you select classes is NOT the same thing as our WEBSITE. Our website is [www.BerrienSpringsPartnership.com](http://www.BerrienSpringsPartnership.com) and is the most important place to find information. We do not put all of the details about classes in the registration system.

* VISIT our website *before* the registration date to view the classes offered along with important details like where, when and contact information.
	+ Want to see what is offered or start dates? CLASSES tab.
	+ Considering Dual Enrollment? DUAL ENROLLMENT tab.
	+ Tell a friend how the program works? HOME (PROGRAM BASICS) page.
* SUBMIT DOCUMENTS:
	+ A copy of each student’s birth certificate must be sent to hspdocuments@shamrocks.us
	+ The Special Services form must be sent to hspdocuments@shamrocks.us
	+ You will receive your special registration password by email after those documents are received and complete.
	+ Wait for your time and day to register.
* CREATE AN ACCOUNT: You may create your own account in our registration system at any time, using the blue button at the bottom of our Registration page. Creating an account is NOT the same as registering for classes, it simply lets you complete some of the information it requires ahead of time.
* REGISTER online through your account when registration opens. You can only get to your account through the blue registration button at the bottom of our registration page.
	+ You will have received a special new in-district student registration password by email. Make sure you have this password before registering.
	+ The REGISTRATION password is not the same as the password you created for your account.  You have to enter your personal username and password to get into your account, then after you’re in and answer a few questions, it will ask you to enter the registration password in order to see classes.  You only have to do that once.
	+ Be sure to add classes to your “cart” and Complete Order when you are done.

PRIVATE MUSIC LESSONS? You must make arrangements with your instructor for lessons. You must use an approved instructor from our list on the CLASSES page>Private Music.

YMCA/SouthShore/Power In Motion/Swim Lessons?: You must also register with the location.

**MADE A MISTAKE? NEED TO MAKE A CHANGE?**

Even if registration is closed, we still stay open a couple of weeks for modifications. You can do this yourself!

Go back to your account using your personal username and password.  There is a section called Reservations.  Do NOT click on the student's name.  Click on the binoculars icon that will let you VIEW the schedule.  Then click on the blue EDIT word or pencil icon to EDIT the schedule.   Check and uncheck the classes.   Be sure to Complete Order to finish. You can VIEW your schedule at any time to be sure it looks correct.