



CLASS REGISTRATION GUIDE

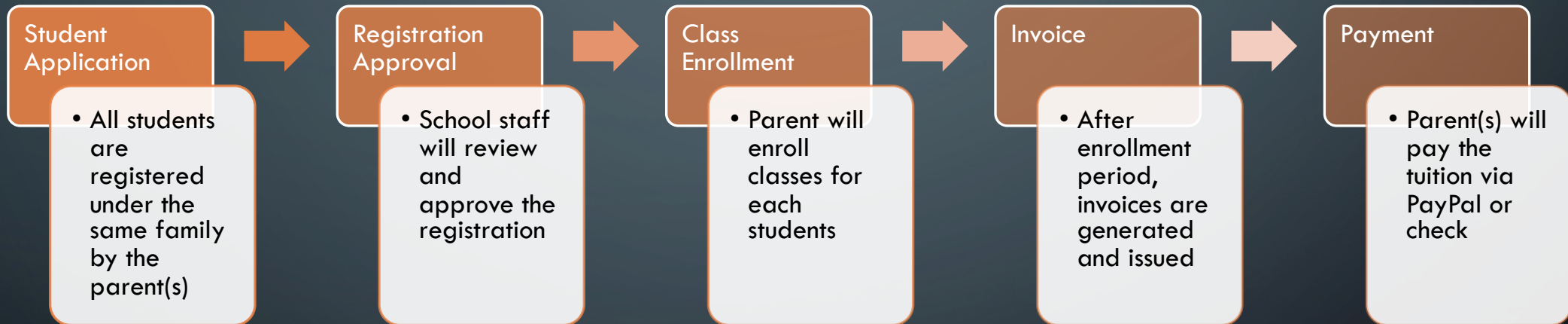
2023-2024 SCHOOL YEAR

HUAXIA CHINESE SCHOOL AT GREAT VALLEY

1. AT A GLANCE

- For new account registration, the account will be reviewed and activated within 24 hours.
- If have not received any feedback after 24 hours, please email: registration@hxgv.org .
- For class enrollment, there will be an open enrollment period each year so parents can enroll family members (including him/herself) to classes.
- During the enrollment period, parents can add and drop classes at any time as needed (no payment is required).
- After the enrollment period closed, invoices will be issued based on the final enrollment for each family. Parents will receive an email for the invoice and pay via PayPal (link included in the email) or checks.
- For payment, Parents can also log into their accounts, go to “Others” → “Finance” and find/pay the invoice.

2. GENERAL WORKFLOW



3. IMPORTANT DATE FOR 2023 - 2024

- Enrollment Window: 6/1/2023 – 8/6/2023
- 8/6 is deadline for early enrollment, a late fee will be charged if enrolled after 8/6
- Payment Due: 8/20 or immediately if invoice issued after 8/20
- School administration will purchase textbooks (for Chinese Courses 中文教学 only) based on 8/20 invoice/payment list. Students enrolled after 8/20 have to purchase textbooks themselves.
- Fail to pay the invoice in full will result In cancel of enrollment. **NO EXCEPTIONS!**

The background is a dark blue gradient. In the four corners, there are decorative white line-art patterns resembling circuit traces or a stylized tree structure. These patterns consist of thin lines that branch out and terminate in small circles, creating a sense of connectivity and technology.

4. STUDENT APPLICATION (STEPS IN DETAIL)

STUDENT APPLICATION

<https://hxgv.net/reg>



WELCOME

华夏中文学校大费城分校位于美国费城西郊，成立于2009年十月，是一个非营利、非宗教、非政治的汉语教学机构。其宗旨为教授中文，弘扬中华文化，服务社区，促使中华文化融入美国多元文化并为之做出贡献。学校使用汉语拼音和简体字教材教授中文，并设有各类才艺课程和成人班，还有丰富多彩的家长活动。学校招收五岁以上学生，每周星期日下午一点至五点授课。每学年30周。感谢大家的支持。愿我们的中文学校在大家的努力和关心下，不断地完善和提高，成为海外华人的周末活动中心。欢迎大家浏览我们的网站，与我们联系，更欢迎大家来加入我们的学校。华夏大费城分校欢迎您！

Huaxia Chinese School at Great Valley is a non-profit, non-religious, and non-political educational institution situated in west suburb of Philadelphia. It became the 19th subsidiary of Huaxia Chinese School in October 2009. Our missions are to teach Chinese language, promote Chinese culture to the public, and serve the local communities. The school offers simplified Chinese, phonetic system (Pin Yin), and culture classes as well as parent activities every Sunday from 1:00 PM to 5:00 PM except holidays. There are 30 sessions per calendar year. The school admits students of at least 5 years of age, regardless of gender, race, religion, or heritage. Welcome to Huaxia Great Valley Chinese School!

REGISTRATION/注册



Parents of students interested in study at HuaXia Chinese School at Great Valley may use our online form to initiate the application process.

STUDENT APPLICATION (SECTION I)

STUDENT	
STUDENT PERSONAL DATA	
Last Name * <small>Family name as shown in ID documents.</small>	<input type="text"/>
First Name * <small>First name as shown in ID documents.</small>	<input type="text"/>
Preferred Name * <small>Most common name, alias, nickname, etc.</small>	<input type="text"/>
Official Name * <small>Full name as shown in ID documents.</small>	<input type="text"/>
Chinese Name <small>Chinese or other character-based name.</small>	<input type="text"/>
Gender *	<input type="text" value="Please select..."/>
Date of Birth * <small>Format: mm/dd/yyyy</small>	<input type="text"/>

- The username will be generated by the system based on your “Preferred Name” and “Last Name”
- Chinese Name is optional
- Please use 拼音Pingyin if no English name.
- Please use real birth date because the system is using it to calculate year group and other functions
- Example of input for names:
 - Last Name: Smith
 - First Name: Joseph
 - Preferred Name: Joe
 - Official Name: Joseph

STUDENT APPLICATION (SECTION II)

STUDENT BACKGROUND	
Home Language - Primary * <small>The primary language used in the student's home.</small>	Chinese (Mandarin) ▼
First Language * <small>Student's native/first/mother language.</small>	English ▼
Country of Birth *	United States ▼
STUDENT MEDICAL CONDITIONS	
Medical Conditions * <small>Does your child have any medical conditions or concerns?</small>	No ▼
STUDENT EDUCATION	
Anticipated Year of Entry * <small>What school year will the student join in?</small>	Please select... ▼
Intended Start Date * <small>Student's intended first day at school. Format: mm/dd/yyyy</small>	<input type="text"/>
Year Group at Entry * <small>Which year level will student enter.</small>	Please select... ▼

- Use default selection if appropriate
- “Anticipated Year of Entry” is “2023 – 2024”
- “Intended Start Date” is the date of today
- “Year Group at Entry” is the upcoming grade year at the applicant’s normal school

STUDENT APPLICATION (SECTION III)

HOME ADDRESS
This address will be used for all members of the family. If an individual within the family needs a different address, this can be set through Data Updater after admission.

Home Address * Unit, Building, Street	<input type="text"/>
Home Address (Line 2) * City, State, Zip Code	<input type="text"/>
Home Address (Country)	<input type="text" value="United States"/>

- The address will be the billing address and will be used to send checks, and other mails if needed
- Use Line 2 for “City, State and Zip Code”
- Please enter **VALID** mailing address

STUDENT APPLICATION (SECTION IV)

PARENT/GUARDIAN 1 <small>(e.g. mother)</small>	
PARENT/GUARDIAN 1 PERSONAL DATA	
Title *	<input type="text" value="Please select..."/>
Last Name * <small>Family name as shown in ID documents.</small>	<input type="text"/>
First Name * <small>First name as shown in ID documents.</small>	<input type="text"/>
Preferred Name * <small>Most common name, alias, nickname, etc.</small>	<input type="text"/>
Official Name * <small>Full name as shown in ID documents.</small>	<input type="text"/>
Chinese Name <small>Chinese or other character-based name.</small>	<input type="text"/>
Gender *	<input type="text" value="Please select..."/>
Relationship *	<input type="text" value="Please select..."/>

- Follow the same instruction as Section I

STUDENT APPLICATION (SECTION V)

PARENT/GUARDIAN 1 PERSONAL BACKGROUND	
First Language	Chinese (Mandarin) ▾
Second Language	English ▾
PARENT/GUARDIAN 1 CONTACT	
Email *	<input type="text"/>
Phone 1 * <small>Type, country code, number.</small>	Please s ▾ Please s ▾ <input type="text"/>
Phone 2 <small>Type, country code, number.</small>	<input type="text"/> ▾ <input type="text"/> ▾ <input type="text"/>
PARENT/GUARDIAN 1 EMPLOYMENT	
Profession *	<input type="text"/>
PARENT/GUARDIAN 2 <small>(e.g. father)</small>	
Do not include a second parent/guardian	<input type="checkbox"/>
PARENT/GUARDIAN 2 PERSONAL DATA	

- Please enter **VALID AND REGULARLY CHECKED** email address to avoid missing important communication from school
- For profession, you can fill in “NA”. Please don’t leave it blank
- If you don’t want to fill out the information for the second parent, check the checkbox “Do not include a second parent/guardian”

STUDENT APPLICATION (SECTION VI)

PAYMENT

If you choose family, future invoices will be sent according to your family's contact preferences, which can be changed at a later date by contacting the school. For example you may wish both parents to receive the invoice, or only one. Alternatively, if you choose Company, you can choose for all or only some fees to be covered by the specified company.

Send Future Invoices To Family Self

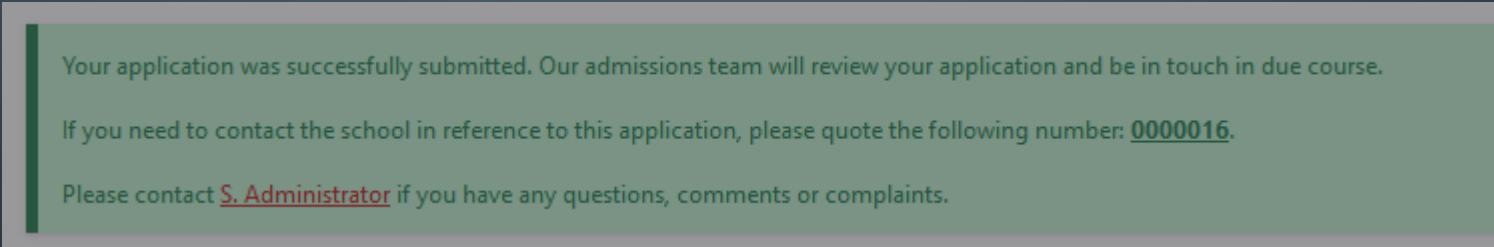
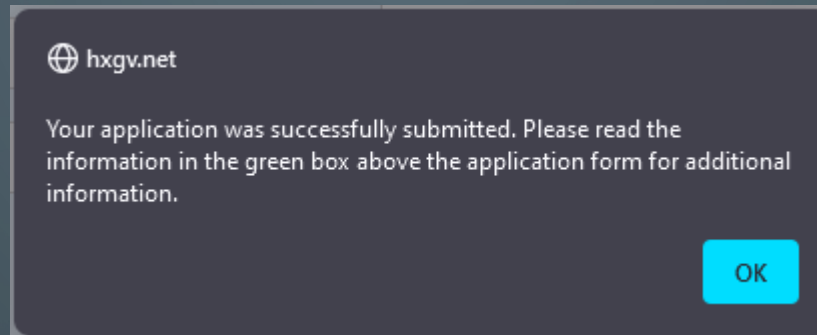
MISCELLANEOUS

How Did You Hear About Us? * ▼

Tell Us More
The name of a person or link to a website, etc.

- Please leave the payment choice to “Family” – it helps to manage all the fees for the students in the family
- For “Tell Us More”, type “NA”

STUDENT APPLICATION (SUBMITTED)



- After submission, please allow 24-hours for the application being reviewed and approved

POST APPLICATION

- Once the application is submitted, it will take up to 24 hours for administration team to review and approve the application
- After the application is approved, you should receive an email containing your account name and password
- If you have not yet received the email after 24 hours, please email registration@hxgv.org .
- To reset password, please use “[Forgot Password?](#)” option at the login screen to reset your password.
- If you cannot reset the password, please contact administration team: webadmin@hxgv.org, including the following information:
 - Applicant (student) name
 - Parent(s)' name
 - Email used for registration

LOGIN



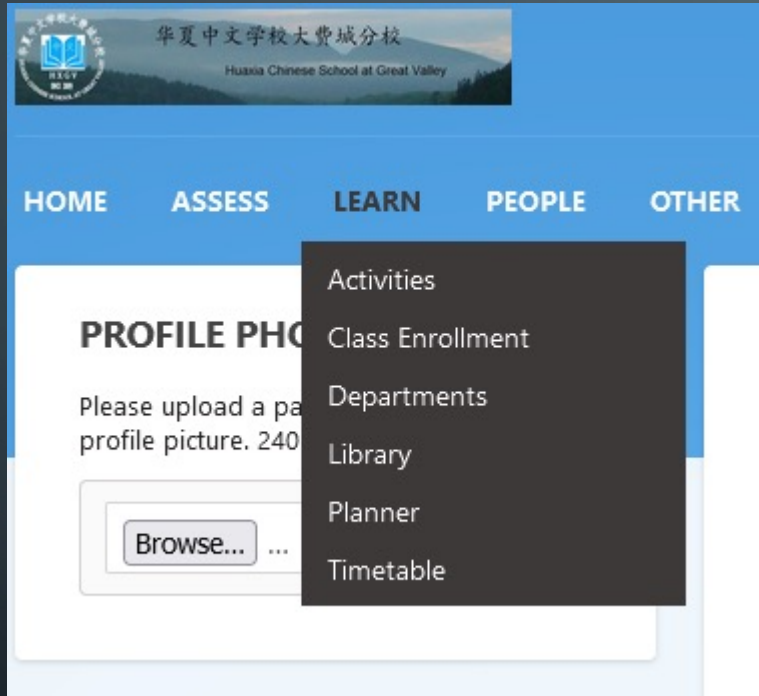
Options . [Forgot Password?](#)

Login

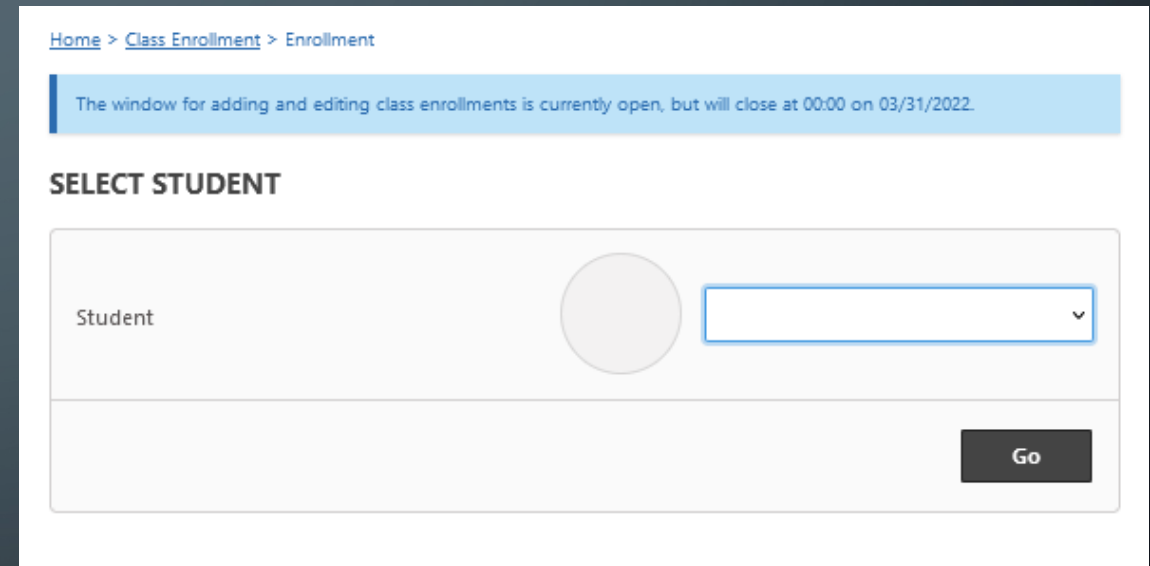
The background is a dark blue gradient. In the four corners, there are white, stylized circuit board traces. These traces consist of straight lines that turn at right angles, ending in small circles that represent components or connection points. The traces are more densely packed in the corners and become sparser towards the center.

5. CLASS ENROLLMENT (STEPS IN DETAIL)

CLASS ENROLLMENT (I)



- After log into your account, go to “Learn” → “Class Enrollment”




- Select correct student from the dropdown list, click “Go”

CLASS ENROLLMENT (II)

[Home](#) > [Class Enrollment](#) > Enrollment

The window for adding and editing class enrollments is currently open, but will close at 00:00 on 03/31/2022.

SELECT STUDENT

Student 

ADD ENROLLMENT

Classes
Use Control, Command and/or Shift to select multiple.

---Enrollable Classes---

- Algebra | XXX. 19:00 | Tan (Class Algebra) -
- Art A | Sun. 13:00 | Ma.Y (Class Art1.1) -
- Art A | Sun. 14:00 | Ma.Y (Class Art1.2) -
- Art A | Sun. 15:00 | Ma.Y (Class Art1.3) -
- Art A | Sun. 16:00 | Ma.Y (Class Art1.4) -
- Art B | Sun. 14:00 | Ma.Zh (Class Art2.1) -
- Art B | Sun. 15:00 | Ma.Zh (Class Art2.2) -
- Art C | Sat. 19:00 | Tian (Class Art3) -
- Art D | Sun. 15:00 | Sun (Class Art4) -

* denotes a required field

CURRENT ENROLLMENT

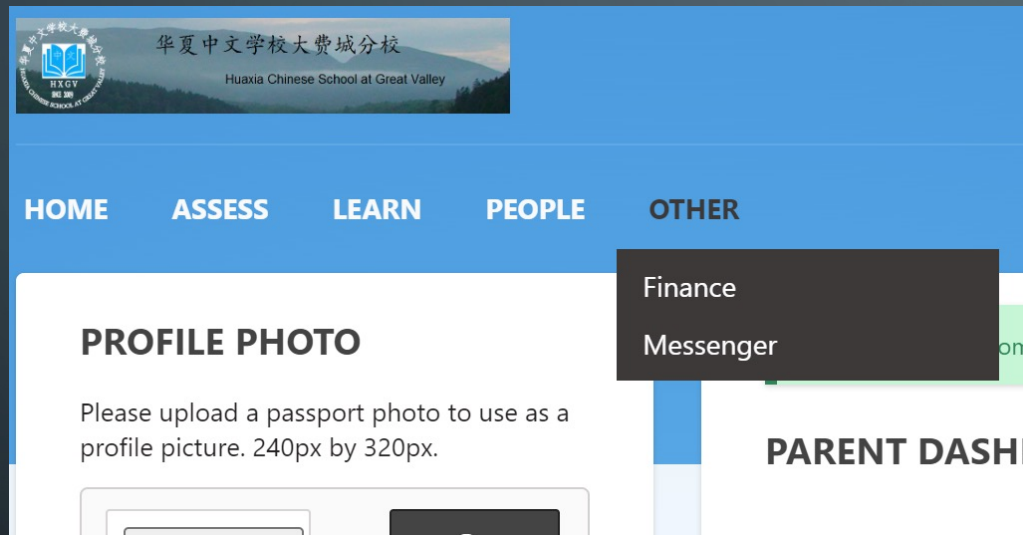
There are no records to display.

- Select correct classes for the student and click “Submit”
- You can change your enrollment during the enrollment period
- **No payment** is due during the class enrollment period
- If you need to change class enrollment after the enrollment period, please contact school administration team

The background is a dark blue gradient. In the four corners, there are white, stylized circuit board traces. These traces consist of straight lines of varying lengths and angles, ending in small white circles, resembling a network or data flow diagram.

6. INVOICE PAYMENT (STEPS IN DETAIL)

INVOICE PAYMENT VIA ONLINE ACCOUNT (1)



- After log into your account, go to “Other” → “Finance”


INVOICE PAYMENT VIA ONLINE ACCOUNT (2)

[Home](#) > [Finance](#) > View Invoices

22 SUMMER

Prev 22 Summer Next

VIEW 14 INVOICE(S) IN CURRENT VIEW

Student Invoice To	Roll Group	Status	Schedule	Total (USD \$) Paid (USD \$)	Issue Date Due Date	Actions
[REDACTED] Family	AllChildren	Paid	Summer Math Billing	[REDACTED]	05/09/2022 05/17/2022	

- You should see all the invoices for a certain year (in this case, “2023 - 2024”)
- You can click on the icons in “Actions” column to perform desired function

INVOICE PAYMENT VIA EMAIL (1)

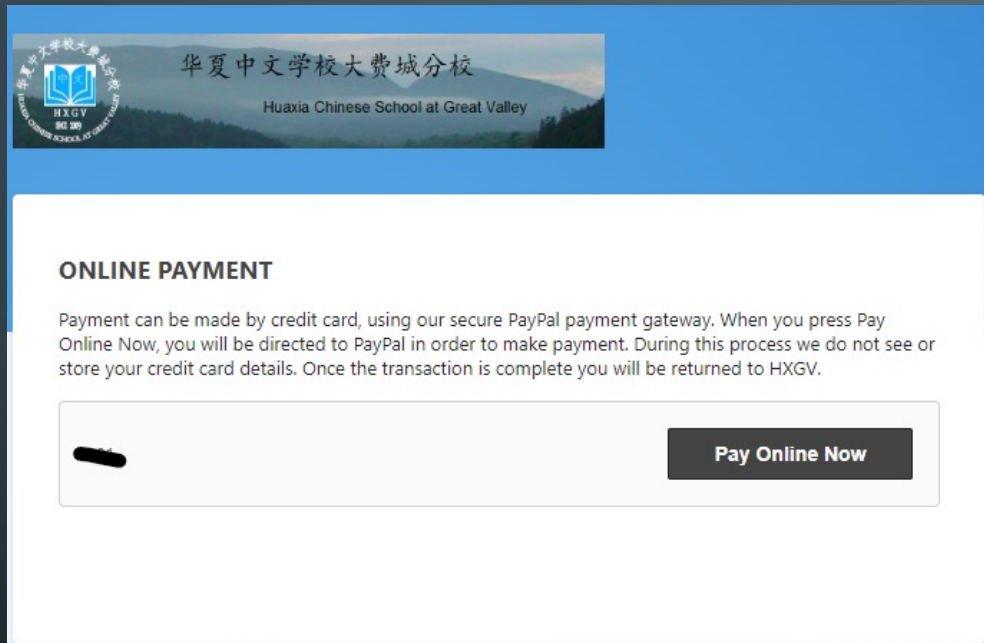
Online Payment

Payment can be made by credit card, using our secure PayPal payment gateway. When you press Pay Now below, you will be directed to a HXGV page from where you can use PayPal in order to make payment. You can continue with payment through HXGV whether you are logged in or not. During this process we do not see or store your credit card details. [Pay Now.](#)

Email sent via HXGV at HuaXia Chinese School at Great Valley.

- In the email you received from the school, there will be a section called “Online Payment”
- Click on “Pay Now”

INVOICE PAYMENT VIA EMAIL (2)



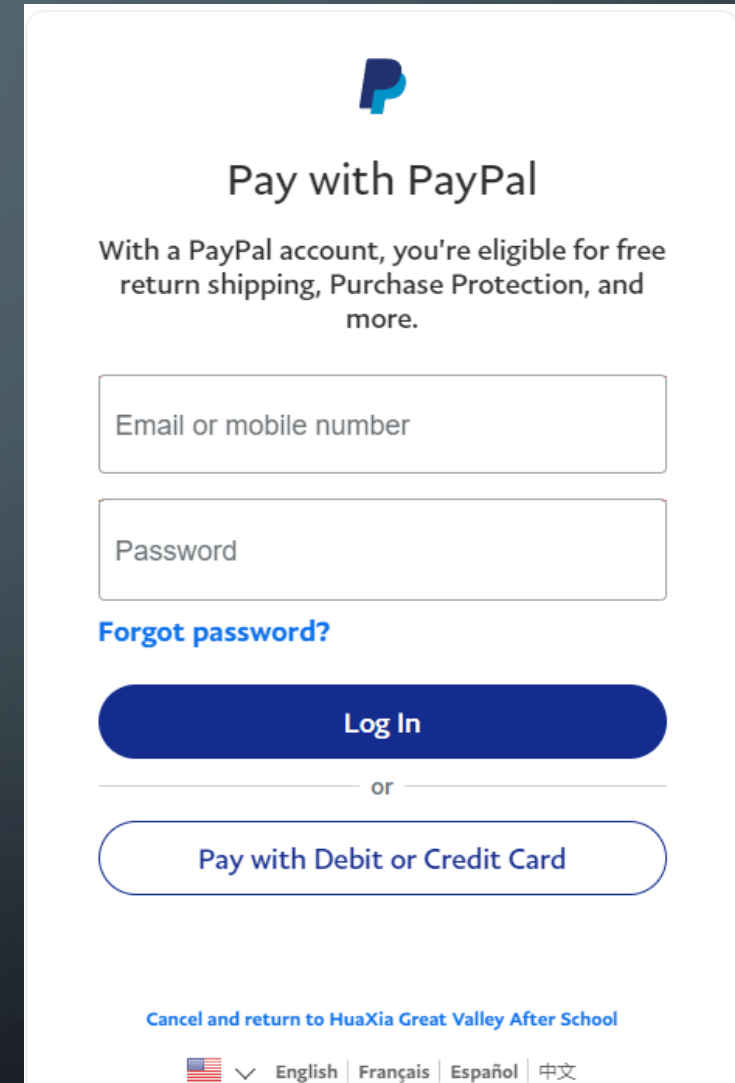
The screenshot shows the school's website header with the logo and name: 华夏中文学校大费城分校 (Huaxia Chinese School at Great Valley). Below the header, there is a section titled "ONLINE PAYMENT" with a paragraph explaining the payment process. At the bottom of this section is a "Pay Online Now" button.

ONLINE PAYMENT

Payment can be made by credit card, using our secure PayPal payment gateway. When you press Pay Online Now, you will be directed to PayPal in order to make payment. During this process we do not see or store your credit card details. Once the transaction is complete you will be returned to HXGV.

[Pay Online Now](#)

- Click on “Pay Online Now”
- You should see a “Pay with PayPal” page. Log in or Pay with Credit Card



The screenshot shows the PayPal login page. It features the PayPal logo at the top, followed by the heading "Pay with PayPal". Below this is a paragraph explaining the benefits of using PayPal. There are two input fields: "Email or mobile number" and "Password". A link for "Forgot password?" is located below the password field. A large blue "Log In" button is positioned below the input fields. Below the button is the word "or" and a button for "Pay with Debit or Credit Card". At the bottom, there is a link to "Cancel and return to HuaXia Great Valley After School" and a language selection menu with options for English, Français, Español, and 中文.

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Email or mobile number

Password


[Forgot password?](#)

[Log In](#)

or

[Pay with Debit or Credit Card](#)

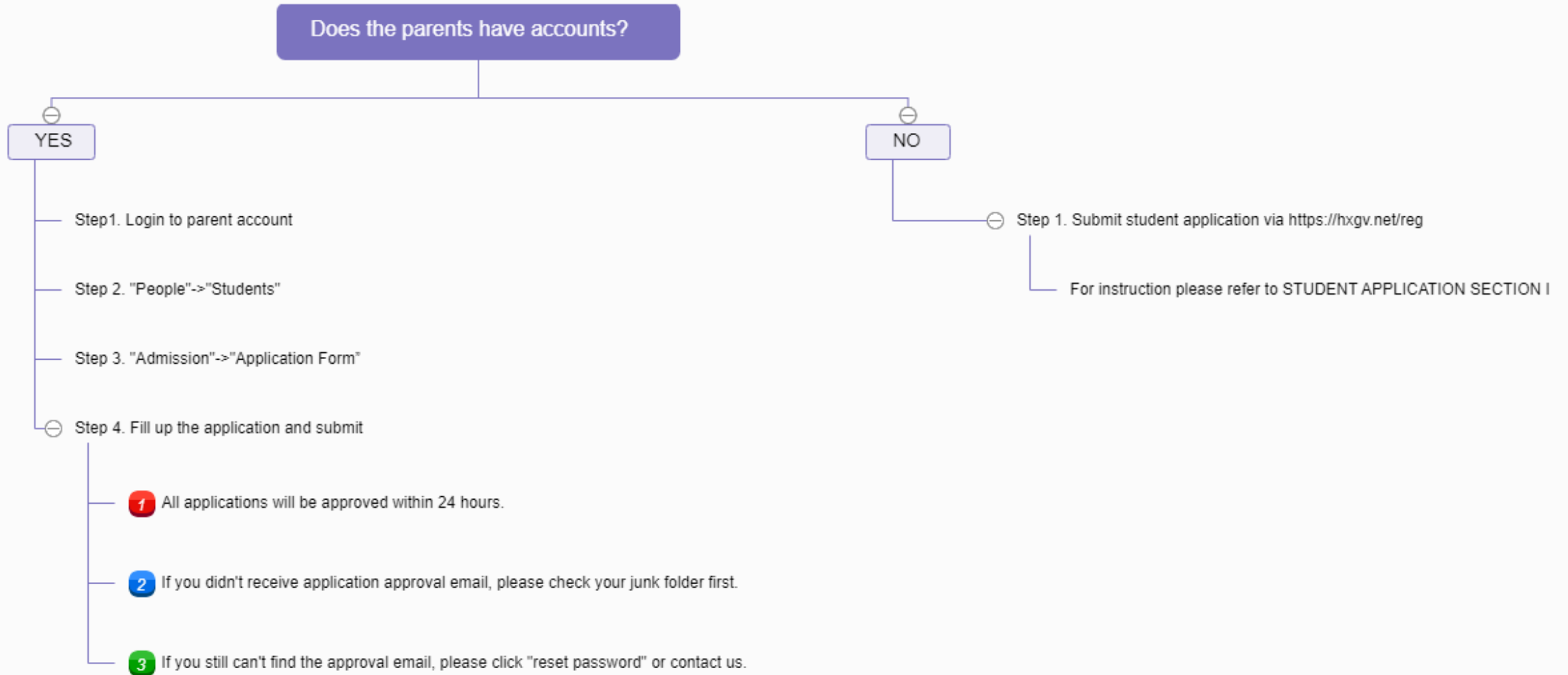
[Cancel and return to HuaXia Great Valley After School](#)

 [English](#) | [Français](#) | [Español](#) | [中文](#)

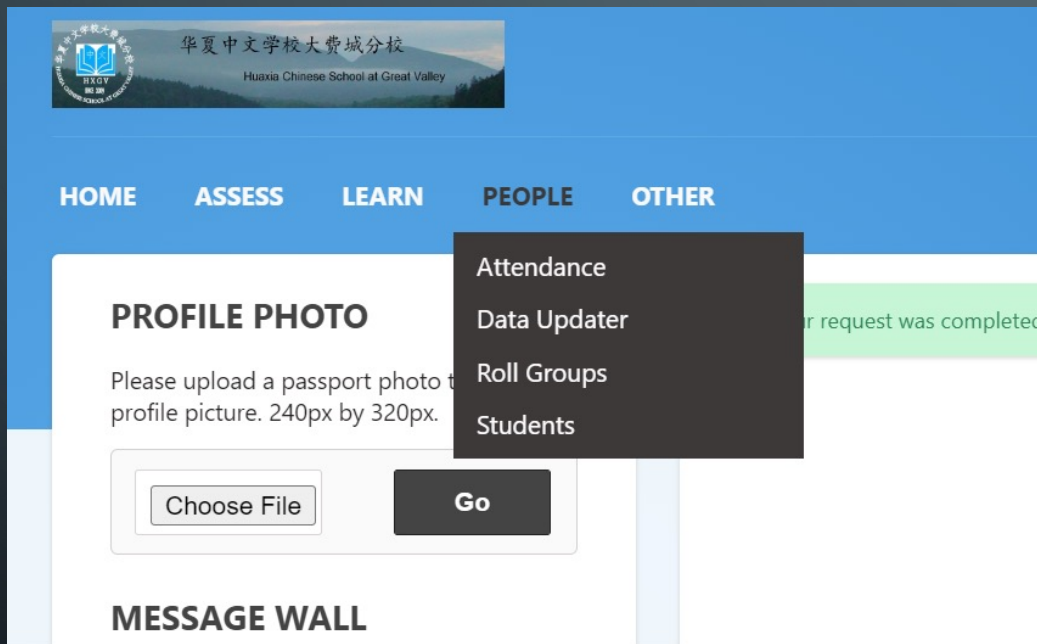
The background is a dark blue gradient. In the four corners, there are decorative white line-art patterns resembling circuit traces or neural network connections. These patterns consist of straight lines of varying lengths and angles, ending in small white circles.

7. ADDING STUDENTS (STEPS IN DETAIL)

ADDING STUDENTS (1)



ADDING STUDENTS (2)



- After log in parent account, go to “People” -> “Students”

ADDING STUDENTS (3)

The screenshot shows the website interface for Huaxia Chinese School at Great Valley. The header includes the school's logo and name in Chinese and English. The main navigation menu consists of 'HOME', 'ASSESS', 'LEARN', 'PEOPLE', and 'OTHER'. On the left sidebar, there are two sections: 'ADMISSIONS' with a link to 'Application Form' (highlighted in grey), and 'PROFILES' with a link to 'View Student Profile'. The main content area shows a breadcrumb trail: 'Home > Students > Application Form'. Below this, there are three stacked sections: 'STUDENT' (highlighted in grey), 'STUDENT PERSONAL DATA', and a form field for 'Last Name *' with the instruction 'Family name as shown in ID documents.'

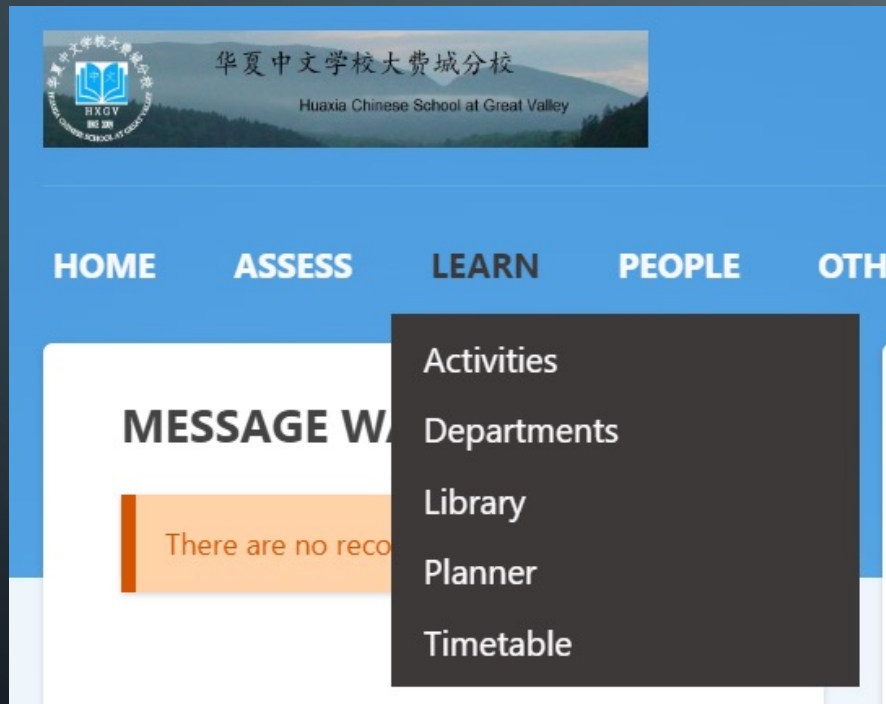
- Click on “Application Form”
- Fill up student info and submit application (Follow the same instruction as STUDENT APPLICATION Section I)



8. COURSE PREVIEW (STEPS IN DETAIL)



COURSE PREVIEW (1)



- After log into your account, go to “Learn” → “Departments”

COURSE PREVIEW (2)

[Home](#) > [Departments](#) > [View All](#)

LEARNING AREAS

Records 1-3 of 3



中文教学



少儿文体



成人文体

- Select course department

COURSE PREVIEW (3)

CLASS LIST



- [MLP0.1.Sun.13:00 \(1hr\)](#)
- [MLP0.1.Sun.14:00 \(1hr\)](#)

DEPARTMENTS

[View Departments](#)

[Home](#) > [Departments](#) > [中文教学](#) > [中文幼儿班PreK](#)

OVERVIEW

马立平中文课程的服务对象主要是海外华裔青少年。其主体教学内容，可供海外周末中文学校使用。多年来的实践经验证明，通过循序渐进地学习马立平中文课程，学生们能够具备中文听、说、读、写的基本能力，能够在美国 College Board 的中文 SAT II 和 AP 考试中取得优异的成绩，并且能够顺利地通过中国国家汉办举办的 HSK 四级以上的汉语水平考试。具体详情请参考官方网站 <https://www.heritagechinese.com/>

UNITS

- More session information can be found under class list.

COURSE PREVIEW (4)

RELATED CLASSES

- [MathCountL2.Sun.14:00 \(1hr\)](#)
- [MathCountL2.Sun.15:00 \(1hr\)](#)

CURRENT CLASSES ←


MathCour ▾ Go


- ChessL1.Sun.16:00 (1hr)
- ChessL2.Sun.15:00 (1hr)
- ChessL3.Sun.14:00 (1hr)
- ChineseAP.Sun.15:00 (2hr)
- ChinesePreAP.Sun.13:00 (2hr)
- CSL1.Sun.15:00 (2hr)
- CSL2.Sun.13:00 (2hr)
- EWR1.Sun.13:00 (1hr)
- EWR1.Sun.15:00 (1hr)
- EWR2.Sun.14:00 (1hr)
- EWR2.Sun.16:00 (1hr)
- Karate1.Sun.13:00 (1hr)
- Karate1.Sun.15:00 (1hr)
- Karate2.Sun.14:00 (1hr)
- Karate2.Sun.16:00 (1hr)
- KarokeA.Sun.13:00 (1hr)
- Lego1.Sun.15:00 (1hr)
- Lego2.Sun.16:00 (1hr)
- Lego3.Sun.16:00 (1hr)
- MathCountL1.Sun.13:00 (1hr)
- MathCountL1.Sun.15:00 (1hr)
- MathCountL2.Sun.14:00 (1hr)**

[Home](#) > [Departments](#) > [MathCountL2.Sun.14:00 \(1hr\)](#)

MATHCOUNTS LEVEL 2 - MATHCOUNT2 | SUN.14:00 | ZHANG


MathCountL2.Sun.14:00 (1hr)

 **Planner**

 **Homework**

PARTICIPANTS

Results 1-1 of 1



张. Zhang
Teacher

• Or you can go to

“CURRENT CLASS”

-> Drag down menu

-> “GO”

• More classes information will be released soon