



December 6, 2015

Dear Students and Families,

We are excited to introduce a new online registration system, made possible by a generous grant from the Jack and Dorothy Byrne Foundation.

The new online registration system will offer several new benefits:

- A **shopping cart layout** will make it easier to search for and select the right classes
- **Real-time registration** means you'll know if there's space available in the class you want, and once you complete your registration you'll have immediate confirmation of your enrollment.
- **Select payment plans** at checkout in the online shopping cart.
- **Log in to your account** to make a secure payment, see your current balance, confirm what classes you are enrolled in, and update your contact info

How it works:

- You'll receive an email with your login name and password.
- When registration for the next term opens, you'll get an email with a link to the new online registration system. The link will also be available on UVMC's website.
- Please note that how to use the new online system depends on what kind of classes or lessons you are enrolled in.
  - **Individual Lessons Only:** You will receive an email when your invoice is ready. Click on the link in this email to log in to your account, view the invoice and select a payment plan or pay in full.
  - **Group classes or Ensembles Only (no individual lesson):** Go to the online registration system, select your classes or ensembles, log in and then select a payment plan or pay in full.
  - **Individual Lessons AND Ensembles/Group Classes:** Go to the online registration system, select your group classes/ensembles and complete your registration. When your individual lesson invoice is ready (including applicable discounts), you will receive an email from the office with a link to log in and complete your payment.
- If you qualify for a multiple class discount, select your discount by choosing a payment plan for each class in your cart. You will have the option to pay in full or over multiple payments. If your second class is an individual lesson (e.g. orchestra and flute lessons), your discount will be applied to your individual lesson invoice.

As with any new system, there may be an occasional glitch. Please let us know if you have any questions or are experiencing any difficulties, so we can assist you and make sure no one else has the same problem.

Happy practicing,

UVMC Office Staff