

PCLC Registration: Frequently Asked Questions

Why can't I use my Charter Funds to pay for the Student fees or the Reservation Fees?

Pacific Coast Learning Center is NOT a vendor, therefore we can not take charter funds for any of our fees.

Are Reservation Fees a guarantee that my student is registered in the class?

Reservation Fees do not guarantee registration, they simply are evidence of your intent to have your student in a class. A student is only assured of registration in a class once you have paid the class tuition either through independent funds or a purchase order from a charter school.

When are the Student Fees due?

*Student Fees are due August 1, 2021. You may choose to pay them in full at the time you reserve your student's classes, or you may choose to pay \$1/student now and have your credit card charged for the remaining balance automatically on August 1, 2021. (You will receive two more email reminders that these fees will be charged on August 1, 2021, and you will be provided with information about how to cancel automatic charges if you decide not to attend classes in the Fall; **you will not receive a refund of your \$1/student deposit however.**)*

What happens if I don't pay Student Fees by August 1, 2021?

*If you do not pay your student fees by the deadline, your student(s) will lose their class reservations and you will need to begin the registration process all over again. **We do NOT offer refunds for reservation fees or Student Fees.***

How do I pay the vendor/instructor for a class?

Because our vendors are all independent businesses, you will need to pay each vendor separately for classes. You will receive email instructions from each vendor as to how to file a purchase order or pay out-of-pocket for your classes.

When are the class payments due?

Generally, class payments are due by the first date of the class. Each vendor reserves the right to enforce their own payment deadlines and to drop any student for non-payment of class fees. You will receive an email with specific instructions on how to pay for each class.

Will I have to pay my reservation fees again if I switch to a different class period or to another class subject?

No, if you delete one session of History for example and then add a different session (or even a completely different class), you will see that you have a \$10 credit in the system which will be applied to the new session/subject. However, if you add more classes than you have already paid reservation fees for, you will incur an additional \$10/reservation when making changes due to the parameters of the registration system.

What do I do if I need to switch classes around and/or drop a class?

If you need to change your student's schedule or drop a class, you can simply log back into your account and make those changes. As mentioned above, you may end up with credits in your account and/or additional reservation fees may apply.

What is the Refund Policy for Student Fees and for Reservation Fees?

We have a strict, NO REFUNDS policy for Student Fees and for Reservation Fees.

Will I be registered for just one semester or all year?

Unless specifically noted, our classes run for a full year (or, two full semesters). You will NOT be required to re-register for the second semester if your student was in a class during First Semester. However, if you add a class for the Second Semester that your student did not take during the First Semester, you WILL be required to reserve a spot in that class.

How do I get my student's schedule?

You will be emailed a list of the classes you have reserved, but you can also log back into the system to see this information as needed; it is in your student's "Cart."

How do I update my phone number/email/address?

We would really appreciate it if you could log back into the system if you get a new phone number, email address (especially as we will be communicating a lot through emails), or a new address. Please update your account accordingly so that we have the most accurate information about you and your family!

What is the Waitlist Procedure for classes?

When a class is full, you will be offered an option to join the Waitlist without incurring a reservation fee. The Waitlist does not automatically allow students to join when a spot opens up; it will be the teacher's decision to allow students to join their classes. You will be notified after August 1, 2021, as to the status of your position on the waitlist.

What should I do if I believe a class could either be too hard or too easy for my student?

If you are unsure if a class difficulty level is appropriate for your student, please contact the vendor directly to make this decision as they are the expert on their own class. The staff of Pacific Coast Learning Center does not have detailed knowledge of what is required for each individual class and can not be expected to provide guidance.

How can I find out more about a class' requirements, supplies, or get other questions answered?

Again, if you have specific questions about supplies, a class' requirements, or need other class-specific questions answered, it is best to contact the individual vendor. Vendors have answered the majority of these questions on their own websites, so it is recommended that you start there to get your questions answered.

Will I be able to see my student(s) grades here?

Student grades are not maintained in the registration system. The instructor for each class will provide information as to how you will be able to access your student's grades.

What will your mask policy be next year?

We always have our Covid policies listed on the Pacific Coast Learning Center website due to the ever-changing nature of this information. Please check back periodically to see the latest information on the Covid policies for our campus.

If you have a question that was not listed here, what can you do?

Please contact Pacific Coast Learning Center by calling (714) 485-9304 or by email at pacificcoastlearningcenter@gmail.com.