



Upper Campus

2019-2020 REGISTRATION FAQ

Q. “I lost my SnapCode, where do I find it?”

A. The snapcode is specific to each student. The snapcode was emailed to you in the Online Registration Email. Please email registration@sjcawi.org to request your snapcode again.

Q. “Why can’t I see my course requests in Powerschool?”

A. Course requests are separate from the Online Registration. High School students will meet with their respective counselors to pick courses that they are recommended for and on track to take. From there, the course selections will be brought home to be approved by parents. Once the Registration Forms are completed, a payment plan is selected, the tuition deposit has been received, and the course request form signed by a parent is turned into the Counseling Center, then your student’s course requests will be put into PowerSchool.

Q. “When will I fill out the forms for laptop pick up this summer?”

A. SJCA has moved completely online for all registration forms. The Online Registration Portal will have all of the necessary information needed to register your student. Laptops will be picked up on the first day of school. Students will sign the SJCA Tech Policy as well as the Student Handbook Acknowledgment Form when they pick up their laptops.

Q. “How do I see my Powerschool Parent Portal”

A. To access your Parent Portal, please go to <https://kenoshastjoseph.powerschool.com/public/> to sign in. If you need to create an account, please contact Bill Bernhardt at bbernhardt@sjcawi.org to obtain your Access credentials.

Q. I lost my password for my Powerschool Parent Portal, how do I get another one?

A. To recover your Powerschool Parent Portal password, you may click on “Forgot Username or Password.” If you need additional help recovering your password, please contact the Director of Technology, Bill Bernhardt at bbernhardt@sjcawi.org.

Q. When will I receive my tuition invoice?

A. Once your registration has been completed, an invoice will be created for your family. If you elected to use Smart Tuition, your payment plan will be set up. The invoice as well as the payment schedule will be emailed to you. This will not reflect any scholarships and/or financial aid. Those will be posted and a revised invoice and payment plan will be sent to you when available.

If you have any questions or concerns, please contact the SJCA Online Registration Team at 262-654-8651 ext. 128 or email registration@sjcawi.org.