

East Ridge Registration 2018-2019
Student Instructions for 9th – 11th Graders

Please choose your classes wisely.
Course change requests at a later date are very unlikely.

1. Locate the **Program of Studies** on the East Ridge website. It lists all the courses offered with course descriptions, prerequisites, and course codes. Be sure you are registering for the core courses you need. See your counselor if you have questions. Although earning credit in world language courses is not a high school graduation requirement, keep in mind that most 4-year colleges want you to take at least 2 consecutive years of the same World Language. Ensure you have chosen **18** requests and **5** alternate requests. Course numbers can also be found on the Courses at a Glance sheet.
2. Fill out the **Registration Card**.
3. Once you have completed the Registration Card, you will **enter your choices online**.
4. Log on to the South Washington County Schools website: www.sowashco.k12.org.
 - Click on Student /Parent Portal. This is located under the Parent Tab.
 - You will log in with your network username and password information or your parents' log-in information.
 - If a parent is logging in and has more than one student at ERHS, they must select the student's name (at the top) before you can register that student.
 - Click on "Course Registration 18-19" in the menu on the left side of the page.
 - Along the top, you will click on "Course Search."
5. You have 3 options for entering course requests. You can enter the course number, course name, or click on "Go" and a list of course options will appear. You will then find your class and highlight it.
6. Click on the **"Request This Course"** button.
7. Continue to do this until you have entered 18 course requests. Infinite Campus will count them, calling them "units." Students must register for each course individually. For example, when registering for English 10 A, B, and C; each of these must be entered, so there will be 3 entries for English 10.
8. Write **5** alternate elective choices, including the course number, on the registration card and also enter these online. You will follow similar instructions for Alternate electives, but you will click on the **"Request As An Alternate"** button.
9. If you are requesting a zero hour course as part of your 18 courses (0-5 schedule), please include the zero hour course in the top half of the registration card as part of your 18 requests. If you are interested in requesting a zero hour course as a 7th class (0-6 schedule), you may express interest by listing the course as an alternate. **Enrollment priority will be given to students requesting a 0-5 schedule.**
10. Check all course requests for accuracy. If you have made a mistake, click on the course name and click on the **"Drop this Request"** button. Once you have entered your course requests, **PRINT** the page to maintain for your records.
11. Be sure you use the "Sign out" link on the right of the screen when you are finished with registration.
12. Return your **Registration Card** to your English teacher no later than on January 23rd, 2018.

The registration window is open from January 8th, 2018 through January 22nd, 2018.

All registrations **must** be completed by January 22nd, 2018.

Remember: If you do not have access to a computer, you may register in the Counseling/Career Office or Media Center before or after school. *Be sure you enter your choices online*****

IMPORTANT DATES TO REMEMBER

January 8th: Raptor Evening of Opportunities: 8th- 11th grades.

January 23rd: Registration forms to be returned to your English teacher.

ERHS Counselors

<u>Cindy Hoffbeck – A-D</u>	<u>651-425-2353</u>
<u>Melissa Muñoz – E-Joo</u>	<u>651-425-2355</u>
<u>Michelle Kimpton – Jor-Nd</u>	<u>651-425-2354</u>
<u>Carolle Huttemier – Ne-Sm</u>	<u>651-425-2356</u>
<u>Raeann Schultz – Sn-Z</u>	<u>651-425-2362</u>