East Ridge High School Registration Instructions 2020-2021

Please Choose Classes Wisely. Course changes at a later date are usually not possible

1. Locate the <u>Program of Studies</u> on our school's website for course planning, specific course descriptions and course numbers.
2. Fill out the <u>Registration Card</u>. Be sure you are registering for all of the core classes you need. Ensure you have chosen **18** requests and **5** alternate requests.
3. Once you have completed the Registration Card, you will <u>enter your course choices online</u>.
4. Log on to the South Washington County Schools website: www.sowashco.org
5. Click on Student/Parent Portal-located under the Parent Tab
6. Log in with your username and password information. (If a parent is logging in and has more than one student, they must select that student's name at the top before they can register that student).
7. Once logged in click on the menu bar (three bars at the top, left)
8. Click "More"
9. Select "Course Registration"
10. Click "20-21 East Ridge High School"
11. Click on "Add Course"
12. Search by course name or course number
13. Click on the plus sign to add the selected course, then select the "Request" button.
14. Continue to do this until you have entered 18 requests. Infinite Campus will count them, calling them "units". Students must register for each trimester of a course individually. For example, when registering for English 10 A, B, and C; each trimester must be entered. There will be three entries for English 10.
15. After entering your **18** requests, you will enter your **5** alternate choices. You will follow similar instructions for adding courses but will click on the "Alternate" button.
16. 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 your registration card as part of your 18 requests. If you are requesting the zero hour course as a 7th class (0-6 schedule), you may express interest by requesting this course as an alternate. **Enrollment priority will be given to students requesting a 0-5 schedule.**
17. Check your course requests for accuracy. You do this by selecting the "Back" button at the top of the page. If you have made a mistake, select red X by the course and choose "Delete".
18. Once you have entered your course requests, including alternates and have clicked on the "Back" button, you can print your requests to keep for your records.
19. **Return your Registration Card to your English teacher no later than on January 21**

All registrations <u>must </u>be completed by January 21, including entering courses in the portal and turning in your registration card to your English teacher.