

Name: _____

Counselor Meeting: _____

COURSE REGISTRATION INSTRUCTIONS

Class of 2023

Instructions:

Step One: Your counselor meeting will be held **in person**. The date and time of your meeting is:

DATE/TIME _____

Step Two: Teacher course recommendations are in your SKYWARD PORTFOLIO. If you have questions about your recommendations, speak directly with your current teachers. If appropriate, follow the waiver process on the course recommendation letter. Counselors will follow your teacher recommendations during your course selection meeting, unless a change is a level change and/or waiver is approved by the teacher and/or division chair.

Step Three: We value the important role that parent/guardian(s) play in the course selection process. Please have a discussion with parent/guardian(s) about your course choices for the 22-23' school year. Please refer to the Course Selection Guide, at <https://chsd230.eduk8.me/>, for specific information on course descriptions, pre-requisites and fees. When considering course selections, it is very important for you to research course options that will meet VJA graduation requirements, and prepare you for post-secondary opportunities.

Step Four: Circle the courses you wish to take on the back side of this form. Be careful to follow your teacher's recommendations.

Step Five: Complete the included Course Selection Worksheet. Please be sure to list **four** alternate elective courses that you would be willing to take should your first choice courses not be available.

Step Six: Jan. 14th-23rd: Enter courses into the Student Skyward Portal. See direction for how to enter courses in Skyward at <https://www.d230.org/Page/112> & on your counselor's Google Classroom. If you need assistance with Skyward, contact the help desk at help@d230.org. **You must complete your course requests in Skyward between Jan. 14-23rd.** If you do not complete your online course selection by your appointment, or if it is incomplete, your appointment will be rescheduled for a later date. If you fail to attend your meeting, your courses will be selected for you. Contact your counselor immediately if you are unable to attend your meeting.

Some students may have courses pre-entered in Skyward. Those courses are based on previous meetings with your educational team. Students may not make changes to courses already entered, but may discuss them with your teachers, team, and counselor as needed.

Step Seven: Individual Counselor Meeting-

- These meetings will be held during class time.
- You are excused from class to attend your registration meeting. Please let your teacher know in advance when your meeting is scheduled.
- At the time of your meeting please remind your teacher that you are attending your counselor registration meeting, and will return in 15 minutes.
- **Please bring this completed and signed document with you to your appointment.**

Parent/Guardian Student Contract:

Both you and your parents are required to read the registration policies listed below. **You must complete your course requests in Skyward between Jan. 14th-23rd.** If you do not complete your online course selection by your appointment, or if it is incomplete, your appointment will be rescheduled for a later date. If you fail to attend your meeting your courses will be selected for you. Contact your counselor immediately if you are unable to attend your meeting.

- **I understand that adjustments to course requests will not be allowed after Wednesday, Feb. 9th at noon, unless one of three situations occur: 1) An error was made in the computer entry of the requested course; 2) A student failed to meet the prerequisite for the requested course; or 3) A parent initiated the course waiver process no later than April 15th.**
- I understand that schedule changes will **not** be considered for teacher, lunch or period preferences.
- I understand that by entering my courses in Skyward it is a way to inform my counselor which courses I hope to take. **This does not guarantee entry into those courses as scheduling conflicts may occur and course availability is limited.**
- I understand that alternative elective courses (entered in Skyward) may be used in place of electives that are either not available or do not work in my schedule. If I do not provide alternative elective courses, I give my counselor permission to choose alternative elective course/s on my behalf.
- I understand that year-long classes may be taught by a different teacher from first to second semester, and/or offered during a different class period each semester. This includes lunch.
- **I understand that requesting a zero hour course in no way guarantees that I will receive that particular course during zero hour, if: 1) Scheduling constraints require that the zero hour request be moved to a non-zero hour class period - in this instance, all attempts will be made to replace the original zero hour request with another zero hour request; 2) The zero hour course does not run due to low enrollment or scheduling constraints.**
- I understand that a copy of the courses that have been requested for the 2022-2023 school year will be available to review in Skyward on Feb. 4th. I also understand that this document includes requests, not actual courses. Upon receipt of your course requests, you will have an opportunity to report any errors. After Feb. 9th your requests will be finalized and marked student and parent/guardian approved.
- I understand that I will receive my final schedule, including actual courses, via Skyward in August.

Upon completion of course selection, you and your parent/guardian acknowledge having read the information above and agree to the terms. Should you have questions about the registration process, please contact your counselor.

Student Signature: _____

Parent/Guardian Signature: _____