

Instructions for Registering for Classes for Next Year

ATTENTION: BEFORE YOU CAN REGISTER – YOU MUST **ENROLL/RE-ENROLL!**

Your parents should have received an e-mail from TADS, inviting them to enroll/re-enroll you for next year. **You cannot register for your classes until this is done!** Please talk to them to see if you are enrolled and encourage them to get you enrolled as soon as possible, as some courses may fill up and students will be placed in courses on a first come, first served basis (with a preference given to seniors that register in a timely fashion).

To register for your classes for next year, follow these steps:

1. Review the class options by going to the **2018-2019 Curriculum Guide**, which can be found at the SWCHS website, under the Academics tab (click where it says “Click Here for the 2018-2019 Curriculum Guide”). Be sure to note the PREREQUISITES for each class, as **you will NOT be admitted into any class for which you have not fulfilled the prerequisites**. Also note if the course is only a semester-long course, and if so, which semester it is offered; if it is a PSOS/CIS or PSEO course, as they have other requirements for admission; and also if it requires an application or Permission of Instructor for admission.
2. Go to Cornerstone by using yours or your parent’s username and password. **Registration will OPEN at 3:00 P.M. on Tuesday, Feb. 13, 2018.**
3. Once there, if logging in with your parent’s username and there is more than one student in your family that needs to register, be sure to click on the little circle with the up/down arrows in it for the one who is registering at the moment!
4. Click on the “School” tab, which is located at the top/center between “Home” and “Contact School.” If you are logging in as a student, choose “My Profile” from the drop-down menu that appears, and then click on “Schedule.” If you are logging in as a parent, choose “Students” from the drop-down menu, click on the name of the student you are registering, and then click on “Schedule.” Choose “Scheduling Requests” and then switch to the 2018-2019 school year.
5. First, **register for your CORE classes**. For some of these, you will not have any options but you must still register for them to be placed in that class (i.e. Bible). ALL students must take Bible, English, and History every year. Then, choose your Math and/or Foreign Language course. Finally, choose your Science class, and *if NOT taking Biology, Chemistry, or Physics you must also choose at least ONE ALTERNATE Science class for each semester*. Note: **You only choose your full-year classes ONE TIME**, so it will appear that you have registered for only .5 cr. However, **you will be placed in both semesters when we do the schedule**. Don’t worry about the NUMBER of credits when you register – it will NOT be correct.
6. Next, **register for your Elective classes**. **All students in grades 9-11 must have 7 classes EACH SEMESTER** (JUNIORS may have 6 if they have earned an additional open hour by taking Symphonic Band in 9th AND 10th grade), and **students in grade 12 should have 6-7 each semester**. After you have chosen your PRIMARY elective for each semester, choose **TWO alternates for EACH primary elective you have selected**. Some classes require application and/or involve the students enrolled to work together (Yearbook, Chamber Singers, Symphonic Band, AP Studio Art, etc.). ***If you register for one of these classes, EXPECT to stay in the class for the entire school year.*** Dropping these classes in Aug., even if school hasn’t begun yet, makes it difficult to get replacements and places additional burden on the students that remain in the class.
7. **JUNIORS AND SENIORS:**
 - **If you are taking any PSOS/CIS class, YOU MUST ALSO APPLY TO THE COLLEGE THAT GRANTS THE CREDIT THIS SPRING (in addition to registering for the course in Cornerstone)**. Representatives from both UNWSP and Crown will be here for an Information meeting and to help you apply/register for your class(es) on. **Thursday, April 19, 6:00-7:30 P.M. PLAN NOW to attend (ask for that day off of work, etc.)!**

- **If you want to take any PSEO class**, YOU MUST APPLY TO THAT SCHOOL, by going to their website and following the instructions for PSEO applications. Many schools have application deadlines IN THE SPRING, so you should begin this process soon. The application process will include having your Guidance counselor complete the 2nd part of the state PSEO form and sending a transcript to the school, which you must request by completing the Transcript Request on the SWCHS website. You will NOT register for these courses in Cornerstone at all. **Once you are accepted into the program and have registered for your classes, you must complete the PSEO/DE/IS Enrollment Form** (available from the receptionists). You may ask questions regarding this process at the PSOS/CIS/PSEO Information meeting on March 28 (see above).
- **If you want to be a Teacher's Assistant (TA), Food Service TA, Administrative Assistant, or Athletic Director Assistant**, please see your Guidance counselor or the receptionists for an application, and then discuss it with the teacher with whom you hope to work. You will NOT be allowed to register for this in Cornerstone and should choose a full-load of classes as if you are NOT going to TA. Once you are approved, your Guidance counselor will register you for your TA class.
- If you are planning to pursue PSEO or TA options, you should **register in CS for a FULL LOAD or courses as if NOT doing PSEO or TA**, then you can drop a class once approved/registered for the PSEO or TA course.
- Regarding Distance Ed or Independent Study courses:
 - i. Students that want to take courses **THAT ARE NOT OFFERED AT SWCHS** (e.g. a language other than Spanish or Latin) may apply to take a Distance Education (online) course or possibly an Independent Study course.
 - ii. Students **MUST TAKE ANY COURSES SWCHS OFFERS HERE.**
 - iii. ALL Distance Ed programs and courses **must be approved by Mrs. Broscoff PRIOR TO REGISTERING FOR THESE COURSES.**
 - iv. All DE/IS courses must involve 65+ hours of coursework each semester, PLUS homework time.
 - v. **Any student desiring to do PSEO, DE, OR IS coursework must submit a form to Mrs. Broscoff, identifying the program and courses to be taken.** They should not be filled out until registration in SPECIFIC COURSES is confirmed. These forms are available from the receptionist or Mrs. Broscoff.
- 8. Once you have completed your class registration, **please be sure to follow through with any additional steps that are needed**, as noted in the Curriculum Guide (application, permission of instructor). Be sure to speak to the instructor of any such SWCHS classes to CONFIRM your registration in those courses. Also follow through with any applications needed for PSEO or PSOS/CIS classes.

Contact Mrs. Gravelle, Ms. Larson, Mrs. Goldschmidt, or Mrs. Broscoff if you have any questions!