

## Queen Creek High School 2015-2016 Online Registration

### REGISTRATION WINDOW: PORTAL AVAILABLE FROM JANUARY 26<sup>TH</sup>-FEBRUARY 17<sup>TH</sup>

**Step 1.** During the registration window, log in to your StudentVue account. Tip: have your completed Registration Form (the yellow sheet from your English classroom Counselor Workshop) with you!

**Step 2.** Click the “Course Request” button on the left. You will then be able to see your Course Request form. You may see some core classes already loaded for you based on your grade level.

**Step 3.** Under “Selected Course Requests” you will see a button that says “Click here to change course requests”. Click that button.

**Step 4.** You will then add a total of 6 courses for your next year schedule. The order you input these classes has no bearing over what hours they will appear in your schedule. Each course requires an “A” and a “B” semester selection for semesters 1 and 2. Use your Pre-Registration form, elective sheet, and your Course Catalog to help fill in Course IDs and Course Titles. An easy way to search for classes is to enter the two letters at the beginning of the course code for the type of class you are looking for. For instance, the first two letters of all English course codes is “EN”, math is “MA”, Science is “SC” and so on. You can find all course codes in the Course Catalog. Enter codes then hit “Search Courses”. Once you see the course you wish to register for, highlight the bubble next to “Request” for both semester 1 (A) and semester 2 (B).

**Step 5.** Once you have highlighted “Request” next to the semester 1 and semester 2 classes you want to select, then hit the “Click here to move selected requests to Selected Course Requests.” This will move those classes under your “Selected Course Requests.” Repeat Steps 4 and 5 until you have requested a total of 6 classes, both A and B semesters, for a total of 12 lines of Selected Course Requests. If any classes need to be removed from your list, simply hit the “Remove” button next to that class.

**Step 6.** Once all 12 lines of “Selected Course Requests” are complete, you will then add 4 classes in as “Alternate Elective Requests.” Be sure to put classes in order of preference, with your top pick as lines 1 and 2 (A and B semesters.) You will fill the bubbles next to “Alternate” to select classes. This Alternate area requires 8 lines (2 for each semester of 4 alternate classes.)

**Step 7.** After all Alternates have been selected, go to the top and click the button that reads “Click here to return to course request summary.”

**Step 8.** Review all “Selected Course Requests” and “Alternative Elective Requests”. Make certain that all classes are just as you want them. If you wish to make any adjustments, use the “click here to change course requests” to remove any class you wish to change. Make adjustments using the same process outlined above.

**Step 9.** After you and your parents have reviewed and are happy with your class selections, you are ready to “lock” your Course Requests. You must “Lock” them by February 17<sup>th</sup>. On the 17<sup>th</sup>, the online portal will close and you will no longer be able to register online. Once you “Lock” your requests, you cannot make changes to your selections. Be absolutely certain about your selections before locking your requests!

## Helpful Tips

**If you are having difficulty:** Please use these resources to answer your questions about classes first: QCHS 2015-2016 Course Catalog and the Course Options / Electives Handout. Many questions may be answered by reading the below help points. There is a helpful video showing the online input steps on the QCHS website. Also, Counselors will be available in B141 Computer Lab every Achievement Hour during the registration window to assist students.

**If you want to register for a Zero Hour class:** You must turn in a Zero Hour Interest Form to Counseling by February 17<sup>th</sup>. All other required forms you need (Teacher Approval Form, Teachers Aide Contract, Senior Release Form) are also due to Counseling on February 17<sup>th</sup>. If you are requesting a Zero Hour, make certain your main 12 classes are the way you want them if you do not receive a Zero Hour. If we are able to add you to a Zero Hour class, your first Alternate choice will then be the 7<sup>th</sup> course that will be added into your day.

**If you want EVIT in your schedule:** Enter "EVIT" into the "Course Title" search box. You will see 6 EVIT classes appear: 1 of 6, 2 of 6, 3 of 6, 4 of 6, 5 of 6, and 6 of 6. Request all six of these classes. Since EVIT takes 3 class periods of your day, for both semesters, EVIT will take six of your twelve class lines. You will register for three hours of core classes and three hours of EVIT. If you want a Zero Hour, please be sure to submit a Zero Hour Interest Form and place your desired 4<sup>th</sup> class into your first Alternate position.

**If you want Seminary:** Seminary's code is RT100A and RT100B (Semesters 1 and 2.) This can take the place of a class in your schedule as long as you maintain 5 credit-earning classes each semester. In addition to the option of requesting Zero Hour, Seminary students have many options for earning the two credits needed throughout high school to graduate if they take seminary every year. See the Counseling Department for details. EVIT students cannot use Seminary as one of their three required campus classes. If students want EVIT and Seminary, they must do Zero Hour Seminary, online Seminary, or fill out a Zero Hour Interest Form and place Seminary into their first alternate position.

**If you are attempting to request a class not listed:** Off-grade-level courses are not available in online registration. If the course is not listed, please see your Course Catalog grade level restrictions. If you are attempting to repeat a failed class, it is likely you may have to register for summer school or online classes. See your Counselor for details. Build your schedule online as if you will not be repeating the course in your normal school day.

**If you will be a Senior and want Senior Release Time:** Senior Release Time's code is RT400A and RT400B. Add both into your schedule, one for each semester. Remember, you are required to be enrolled in 5 credit-earning classes at QCHS. Be sure to submit a completed Senior Release Time Form to Counseling by February 17<sup>th</sup>. Included on that form, you will request Late Start or Early Release.

**If you want to be a Teacher's Assistant:** The code for Teacher's Aide is TA100A and TA100B. Each teacher is given only two teachers aide forms for students. If you want to aide for a teacher, you must speak directly with them, request to be their aide, then go over the Aide Contract with them. Fill out the form and return to Counseling by February 17<sup>th</sup>. If you do not return the contract, you will not be given an aide position in your schedule and an Alternate Elective will be given.