

DIRECTIONS FOR ONLINE REGISTRATION

- Go to your school's website and **enter the Student Portal**
 - Enter ID and PIN.
 - Select the tab for **GPA/Credits – review courses** you have already completed or are currently enrolled in this year.
 - Select the tab for **Registration**
 1. You will receive a prompt asking if you are an **EARLY ADMIT** student – you are going to be a **fulltime on college campus** student next year. If you check this box you are done and you will need to meet with your guidance counselor ASAP.
 2. You will now be asked whether you plan on enrolling in a **LOCKLIN TECHNICAL CENTER** program. If you check the box you will be asked to choose your program of study. This will take up **three courses/credits** of your schedule. You will be asked to select an alternate program in case your selection is full. You will continue on with the registration process and select **four (4) core courses**, one course from each area (English, Math, Science, Social Studies).
 3. If you are a student who will be signing up for a class which needs **PERMISSION** to participate, you will have a box to check that states you will be **replacing** one of your six (6) classes from the list of permission classes provided. Some examples of such classes include: SGA, ITV, Yearbook, Football, etc. You may choose up to three Permission classes. **Remember – to actually be enrolled in one of the classes you must tryout or gain permission from the teacher/coach/sponsor of that program.**
 4. You will now proceed with the remainder of the registration process. Text boxes will appear as you progress which lists the courses you are eligible to register for. These options are based on your prior courses attempted, current GPA, or current grade level.
 5. Every student, except our Early Admit and LTC students, **must choose six (6) courses/credits**:
 - a. English – must have 4 to graduate
 - b. Math – must have Algebra I and 3 others to graduate
 - c. Science - must have Biology and 2 others to graduate
 - d. Social Studies – must have World History, US History, Economics/Government
 - e. Performing Fine Arts/Practical Arts – must have one credit to graduate
 - f. HOPE/PE – must have HOPE or its equivalent
 - g. Electives – will vary by student towards graduation
- NOTE:** as you register for classes please remember that you must have the necessary **PREREQUISITES** to take some of the classes. If you have not met the prerequisites the course will not be available for you to register – it will be “grayed” out.
6. If you are a student who plans on taking **DUAL ENROLLMENT** courses on a college campus, you will have an opportunity to mark one or more boxes to designate that you will be taking a course(s) on a college campus. Each box you check will **replace** one of the six (6) required courses/credits you must sign up for through this process. Example: if you will be taking two course on a college campus you will only need to sign up for four (4) courses/credits at your home school.
 7. **ALL students** must choose three (3) alternate course requests in case one of their original choices is full or the class does not make. These alternates must be in order of preference. If you need to have one of your choices replaced the guidance counselor will refer to these alternate choices.
 8. There will be a note section where you can write us a note if you have special circumstances, select courses not available on your registration screen, or need special consideration for your choices.
 9. Please list the **student's cell phone number** in the note section in case the guidance counselor needs to contact the student for missing information.
- The registration tab will be open for adjustments throughout the registration window. Classes are on a first come first serve basis. **DO NOT wait to the last day to register because your choices may get filled early.**
 - ANY questions about registration need to be directed to your child's current school. **CURRENT 8TH GRADE STUDENTS** should work through their **current middle school's Guidance Department** for any advice to course/class selections.