

# 2012-2013 REGISTRATION PROCESS

Please understand that the registration process is **NOT** finished until you have completed the following steps:

1. You have completed your Course Request Worksheet with the guidance of your teachers, counselor and parents.
2. You have registered for your 2012-2013 courses on-line through the Infinite Campus Portal.
3. You have printed a copy of your requested 2012-2013 courses from your Infinite Campus Portal, including four alternate selections in order of preference.
4. You have obtained a parent signature on the print-out of your course registration through your Infinite Campus Portal and on your Course Request Worksheet (*recommended*).

<b>THE ROLE OF THE <u>STUDENT</u> DURING THE REGISTRATION PROCESS:</b>	<b>THE ROLE OF THE <u>ACADEMIC LAB TEACHER</u> DURING REGISTRATION:</b>
<ul style="list-style-type: none"> <li>• to discuss with family members course selections and personal goals,</li> <li>• to discuss with faculty members and counselors post- high school plans in relationship to course selections,</li> <li>• to review your five-year plan, including graduation and post-secondary program admission requirements and Career Paths and Clusters.</li> <li>• to review the contents of the course guide book and registration worksheet,</li> <li>• to have an active Infinite Campus Portal account for on-line registration,</li> <li>• to select electives and four alternate courses in order of preference,</li> <li>• to print out a copy of your 2011-2012 course selection through the Infinite Campus Portal, and</li> <li>• to verify that all your graduation requirements are being satisfied</li> </ul>	<ul style="list-style-type: none"> <li>• to distribute and review the contents of the course guide books and registration worksheets,</li> <li>• to review graduation requirements,</li> <li>• to facilitate on-line access to Infinite Campus for registration,</li> <li>• to check on student progress in the development of the schedule,</li> <li>• to assist in prioritizing electives and alternate courses,</li> <li>• to assure student access to their Infinite Campus portal during Academic Lab, and</li> <li>• to collect Academic Lab students' course registration worksheets and copies of the Infinite Campus Portal registration print-out with parent signatures.</li> </ul>
<b>THE ROLE OF THE <u>PARENT</u> DURING THE REGISTRATION PROCESS:</b>	<b>THE ROLE OF THE <u>COUNSELOR</u> DURING THE REGISTRATION PROCESS:</b>
<ul style="list-style-type: none"> <li>• to discuss with the student his or her course selections and personal goals,</li> <li>• to assist the student in formulating or reviewing his or her five-year plan,</li> <li>• to review the curriculum course guide for required credits toward graduation,</li> <li>• to research information on course selection for post-secondary admission requirements,</li> <li>• to approach teachers and counselors with academic concerns and questions about course selection,</li> <li>• to sign the Course Request Worksheet indicating approval of the course selections, and</li> <li>• to assist with your student's on-line registration and to print and sign a copy to be returned to your student's Ac Lab teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• to distribute and review the contents of the course guide books and registration forms with 8<sup>th</sup> graders,</li> <li>• to discuss with students the selection of courses,</li> <li>• to review each student's transcript and current schedule,</li> <li>• to discuss students' options for future plans as they relate to high school academics,</li> <li>• to conference with parents and students to provide information about schedule concerns,</li> <li>• to meet individually with students in February to evaluate course selections,</li> <li>• to work throughout the summer to balance classes and resolve conflicts, and</li> <li>• to verify all graduation requirements are being met.</li> </ul>