

Souhegan Student Online Course Registration Instructions 2020

1. Log into your Student Portal.
2. In the upper right-hand corner of the browser window, click on **More** and select **Course Registration**.
3. The following window opens.

Course Registration

Jason Amway
2019

This area shows your student(s), the school year that registration is available for and when the registration closes.

Registration for Jason Amway for school year 18-19 is open until 4/27/2018.

Registration closes on April 27, 2018. You need to finalize your selections before that date.

This is a message from the school. The school uses this area to share information.

Minimum Credits Required: 5.0000 Maximum Credits Allowed: 11.0000

Add Courses Graduation Requirements Print Course Request List

Code	Name	Credits	Department	Description
No records found.				

Total Courses: 0 Total: 0.0000

Finalize Course Requests

ccroortals.studentinformation.systems/StudentLinks

4. **Minimum/Maximum Credits Required.** The minimum and maximum number of credits a student needs to select in order to be able to finalize their course requests has been set for each grade level. If the minimum has not been met or the maximum has been exceeded when the student tries to finalize their course requests, an alert message will display. Total credits scheduled in the 8-period day is 7.50. Maximum credits are set to 8.50 for those students who wish to enroll in classes offered after-school or online.

Class of 2021 - register for a minimum of 5.50 total credits including a SENIOR SEMINAR or AP ENGLISH COURSE and ADVISORY 12.

Class of 2022 - register for a minimum of 6.50 credits including WRLD LIT/WRLD STUDIES and ADVISORY 11

Class of 2023 - register for a minimum of 7.50 total credits including AMER STUDIES: ENG. AMER STUDIES: SS, LIVING SYSTEMS SCI, WELLNESS FOCUS ON FITNESS & HEALTH 10, ADVISORY 10 and a recommended MATH.

5. Click **Add Courses** to open the catalog of courses. A grid will display, similar to the one pictured below. The courses the student can see in this list are based on the student's grade level for the school year that they are registering for classes.

Course Catalog

Code	Name	Credits	Depto...	Description	Prerequis...	Notes	
112	COM. ST...	1	English	■	■	■	Add
113	COMMUN...	1	English	■	■	■	Add
114	BRIT & W...	1	English	■	■	■	Add
115	AP LIT. & ...	1	English	■	■	■	Add

1 - 10 of 88 items

Close

- The following information is displayed in this area: course code, course name, number of credits, department, description, prerequisites, and notes.
- Click the **Add** button to add the course to the student's request list. Once a course is added, the **Add** button is replaced with a **Remove** button and the course is highlighted in green. If a course was added in error, use the **Remove** button to delete the request. See below.

Code	Name	Credits	Depto...	Description	Prerequis...	Notes	
112	COM. ST...	1	English	■	■	■	Add
113	COMMUN...	1	English	■	■	■	Add
114	BRIT & W...	1	English	■	■	■	Remove
115	AP LIT. & ...	1	English	■	■	■	Add

1 - 10 of 88 items

- Repeat Step 8 until all course requests are selected. Click **Close** to return to the Course Registration area.
- When you return to the course registration area, the grid now displays the courses that were selected. See below.

	Code	Name	Credits	Department	Description	Prerequisites	N
Delete	114	BRIT & WORLD LIT.	1	English	■	■	
Delete	120	THEATRE ARTS III	1	English	■	■	
Delete	232	AP CALCULUS	1	Mathematics	■	■	
Delete	248	PHYSICS II	1	Science	■	■	
Total Courses: 6			Total: 6.0000				

Displays the number of courses selected and the total number of credits for those courses.

- It is important to scroll to the right in the grid to view additional fields (pictured below). The school can configure the course catalog to allow a student to select up to three alternate course selections. Not all courses will have this option. Select up to three alternates or none all at.

Alternates Selections Required for the Following:

- For each semester elective chosen two alternate semester electives must be selected.
- For each science course chosen one alternate science course must be selected (exception is 9th and 10th grade team science classes).
- For each seminar selected senior students must enter an alternate senior seminar.

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- Click **Print Course Request List** to create a PDF report listing the courses and alternatives, for which the student has registered. Signature lines for the parent and student are at the bottom of the report. **This report should be printed, signed, and returned to your guidance counselor at the time of your counselor appointment.** This listing is available after the requests have been finalized.

Status of Student Course Requests for School Year 18-19 for school code 910							
Jason Amway		ID: 0030155	Homeroom: 105	YOG: 2019	Grade Level: 12		
Code	Name	Credits	Department	Alternate 1	Alternate 2	Alternate 3	Transfer Status
114	BRIT & WORLD LIT.	1	English				
120	THEATRE ARTS III	1	English				
232	AP CALCULUS	1	Mathematics				
248	PHYSICS II	1	Science				
308	FRENCH III	1	Foreign Language				
350	INTRO. TO TECH.	1	Technology Ed				
Total Courses: 6		Total: 6.0000					

- Finalize Course Requests.** This is the last step to submit the course requests to the school. All students will be scheduled to meet with their counselor to review the course selections they entered. **Students must have selected to finalized course requests PRIOR to meeting with their counselor.** A confirmation message is displayed:

Click **OK** to finalize and your course selections will be electronically submitted to the school. Once this is done, changes to course requests must be made with a guidance counselor. If changes are still needed, click **Cancel**.

Email Souhegan-HS@sprise.com with questions about the course registration process.