

PHS Registration 2018-2019 – Future 10th, 11th and 12th Grade Student Instructions

Ensure you seek the advice of your parents, current teachers and school counselor as you decide what courses are best for you. Keep in mind that four-year colleges want you to take at least two consecutive years of World Language. Course descriptions are listed in the Program of Studies, which can be found on the PHS website. Simply click on the registration link. If you are uncertain about which courses to take, Counselors will be available to answer registration questions during lunches in the atrium on **Friday, January 12th & Tuesday, January 16th.**

Preparation:

1. Fill out the grade appropriate Registration Worksheet. **This worksheet contains information on the required core courses for each grade level.** Identify 5 alternate elective choices, including the course number, on the worksheet.
2. Use your registration worksheet to fill your course card. Highlight or circle the course numbers and names on the grade appropriate registration card. Ensure you have highlighted or circled 18 course names/numbers. On the back of the card is a box for alternate elective choices. Please write at least five alternate course names and numbers there.
3. Have your parent/guardian sign your course card.

On-line Portion: Students are encouraged to register prior to January 18th on their own. Students will register in their advisory class on January 18th if they did not register.

Log on to the SWCS website, www.sowashco.k12.mn.us. DO NOT USE YOUR CAMPUS APP! Click on Student/Parent Portal at the top of the page. (You will log in using your network username and password information or your parent’s login information.)

8. Click on “Course Registration” in the menu on the left side of the page.
9. Click on “Course Search” at the top of the page.
10. Enter the first course number. Click Go. (Ensure the course that comes up is what you want. If it isn’t, try searching by course name instead). Click on the course name/number. Click on the “Request this Course” button under the course description.
11. Continue to do this until you have entered 18 course requests. Infinite Campus will count them, calling them “units”. (Students must register for each course individually. For example, if you are registering for English 10 A, B and C, each of these course numbers must be entered.)
12. You will follow the same process for alternate electives, but you will click on the “Request as an Alternate” button. Please enter at least 5 alternate electives.
13. Check all course requests for accuracy. If you have made a mistake, click on the course name and click on the “Drop this Request” button.

****All registration materials will be collected on Monday, January 22nd in English class.***

IMPORTANT DATES TO REMEMBER

December 11th, 12th & 15th: Current grades 9 - 11 receive registration materials during registration presentation

January 11th: IB Diploma meeting for interested 10th graders at 6:00 P.M. in the Media Center

January 12th & 16th: Counselors will be available to answer registration questions in atrium during lunches

January 18th: Current 9th-11th graders will register in advisory if not registered at home

January 22nd: Registration materials collected in English classes

PHS Counselors

Kayla Pedersen A-Fe kgaulke1@sowashco.org	Kerri Durand Fi-Ko kdurand@sowashco.org	Dan Powers Kr-Pa dpowers@sowashco.org	Kelly Bloss Pe-T kbloss@sowashco.org	Khou Xiong U-Z & AVID kxiong1@sowashco.org
425-3717	425-3724	425-3723	425-3725	425-3748