

2023-2024 Course Registration Tips

Complete registration between February 27th and March 7th at 3:30.

- Use the course guide located online at ftsd.org under the counseling department to read course descriptions and double check prerequisites.
- Use your grade level registration sheet.
- Look at your transcript to check for credits needed for graduation (transcripts can be found by logging into your campus portal on a computer and selecting reports).
- Register for a full schedule. If you do not select enough courses, counselors will select them for you.

Registering for your classes:

- Login to your IC Portal and select MORE on the bottom left tab.
- Then select Course Registration 23--24 and click "Add Courses"
- You will see required courses, requested courses and alternate courses
 - Select Add Course- 64 units is a full schedule without alternates.
 - Search by course name or scroll through the list and add your selected courses
 - Alternate courses are courses you will start selecting after you have requested a full schedule. Request at least **4** alternate classes in order of preference.

When you are ready to start selecting courses:

- Select course search from the top of the screen
- Search for courses by selecting search courses
- Use as few letters in the name as possible to assist in finding the class. For example, if you are looking for English 1, just type eng then select go.
- You can also leave the name section blank and just scroll down the list of all classes offered. You are able to scroll up and down the list.
- Select the class you are interested in from the list. Then request the course clicking on it and selecting add course.
- Click the back button to continue.
- Once you have a full schedule, select classes as alternates.
- If you want to make a change, select the course under your requested courses and drop the request.

Other information:

- All courses award .5 credit each semester.
- Yearlong courses are 8 scheduling units, and semester classes are 4.
- You will be alerted on the screen if you request a class you have already taken.
- You are also able to see the prerequisites for courses you select from the list. Do not request courses if you have not, or will not by the time you take it, have met the prerequisites.

Even More Information:

- You may have 1 study hall per semester. Study hall 1 is 1st semester, and study hall 2 is 2nd.

- You may only request one work release through the portal. You will meet with a counselor once schedules are complete to add more and select the placement.
- You can request a digital academy period in your schedule, but you must sign up you're your counselor to be enrolled in the actual online course.
- You must complete have a high school teacher complete an aide application requesting you to be there aide for High School Aides. You may not request these online.
- Freshmen are not eligible for online courses.
- You may request 1 semester of elementary aide online.
- You may not request driver's education online. You must ask a counselor to add your name to the waiting list. These classes will be added to schedules prior to the start of each semester.

Very Important Information:

- If you do not request enough courses (64 units) for a full schedule by the March 7th deadline, counselors will make selections for you.
- Only select courses you are interested in taking. There will be very minimal schedule changes later.
- Most honors classes require summer work.