

Logan-Rogersville High School

Scheduling Directions for 2017-2018 School Year

Juniors

Requesting your courses online through the student portal for next school year begins
February 20th and ends March 1st

To log in to the student portal you will need:

Location ID:

Login Name:

Password:

- Click on **MY INFORMATION SUMMARY**
- Click on the blue book icon.
- A separate window will appear, **SELECT FOR A COURSE**. Start selecting the courses you want. Remember there will not be hours or instructors tied to the courses at this time.
 - **There will be three courses automatically selected for you that are required for all juniors.**
 - **Math and Science are required for all juniors, but you must select the appropriate class for you based on your previous coursework and grades** (review your transcript on the student portal). See your counselor if you have questions regarding scheduling and/or graduation requirements.
 - ***Be sure to check the WildCatalog and ensure you have reviewed graduation requirements and met all pre-requisites prior to scheduling any course.***
- You will need to search for courses by Course Name (ex: Type "Spanish I" in the Course Name box and then click Search) or Subject Area (ex: Type "World Languages" in the Subject Area box and then click Search). A list of courses should appear that you can select from.
- When you have found the course(s) you want to request click on the course and it will automatically enter as a course selection. If you hover over the course, you will be able to read the course description.
- Click on the next blue book icon on the screen to select another course.
- Continue this process until you have filled all 7 (class periods). If you have requested semester courses, you will have more than 7 course requests. Please make note of the column **ORG. CREDITS** or the WildCatalog to be aware of semester classes.
 - You will also be required to Select your *Alternative Courses* from your *Plan of Study (6 Year Plan)*. After you enter 2 credits of *Alternative Courses* click on the **ALTERNATIVE** circle. These courses will not be automatically scheduled and will only be used if there is a problem/error with your original course selections.
 - If you need to make a correction you can delete a course request by clicking **CLEAR** to the right of the course name. The course will automatically be deleted and you can enter a new course request.

After all course requests are in and you have checked to ensure you meet graduation requirements, you will need to click the **PROCESS COURSE SELECTIONS** button at the bottom right of the page.

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Additional Guidelines:

1. All required paperwork is due on **March 1, 2017**. The required paperwork you must have completed and/or signed by a parent or guardian includes: ***Personal Plan of Study (6 Year Plan) and Scheduling Checklist with parent email.***
2. If for any reason you do not complete a schedule via the instructions provided, **your counselor will create a schedule for you**. Please recognize that **once this schedule is made it will not be changed**. In addition, if you do not turn in required scheduling paperwork you may lose privilege time (if applicable).
3. If you participate in an extra-curricular activity (i.e., band, choir, sports) and do competitions you must be scheduled in a specific number of courses and maintain a minimum GPA to be eligible to participate in these extra-curricular activities as mandated by ***MSHSAA (Missouri State High School Activities Association)***. For information on ***MSHSAA*** guidelines, go to www.mshsaa.org. These guidelines may change from year to year, so you are strongly recommended to visit this website yearly to ensure you are in compliance and meet ***MSHSAA*** guidelines.
4. All students are only allowed to have **(1) physical education class per semester**. If you schedule more, your schedule will automatically be changed by the counselor's office.
5. The ***College Preparatory Certificate*** will be awarded by Logan-Rogersville High School. Guidelines are available at <http://www.logrog.net/Buildings/HS/counselor/hscounselor.html>