

Logan-Rogersville High School
Scheduling Directions for 2017-2018 School Year
Seniors

**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.
 - **YOU MUST MEET ALL GRADUATION REQUIREMENTS, therefore if you have failed a required course, you will need to re-take it, and if you have not taken a required course, you will need to be sure to request it** (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.

Logan-Rogersville High School
Scheduling Directions for 2017-2018 School Year
Seniors

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>