

GENERAL NOTES and SPECIAL SITUATIONS during REGISTRATION for 2009 - 2010

General Notes: Shorecrest staff will review students' requests after they are in the computer. (This is in lieu of the previous "signature system.") Placement changes may be made based on end-of-semester performance, or on qualification for classes selected.

Using your Graduation Checklist (handed out during 2nd period on February 24) and information in the Registration Guide, make notes on page 72 of the Guide about courses you need and would like to take in order to fulfill graduation and/or college entrance requirements. Then select from these courses and fill out your Registration form.

You will need to know your Family Access Login and Password to complete the online registration process. These were mailed home in late September. You may get yours from the Attendance, Counseling, or Library secretaries.

Registration forms should be completely filled out, in ink, and signed by both student and parent (and IEP manager or ELL teacher, if appropriate) BEFORE the student goes online to enter his/her requests. Students are asked, if possible, to enter their requests via computer AT HOME (or at the Shoreline Library, Third Place Commons, etc.), so parents may also participate in the process, and so students may take as much time as needed to familiarize themselves with the Family Access site. For those students with no outside-of-school internet access, requests may be entered during TAP or lunch at the library or on the student's laptop. Return the registration form (to the teacher of the class where the form was received) by Thursday, March 12.

Alternates section: DO NOT list a course in the Alternates section if you have listed it in the regular section. Alternate courses are ones you will be placed into if the computer is unable to schedule you into your preferred choices, or if you fail to meet prerequisites for your preferred choices. Please fill up all four Alternates slots, and list four different courses. Year-long alternate courses should be listed in one slot, not two (combine the two semester codes, such as "FOR101/102").

Before-school/After-school section

Before School:	After School:
Sport & Fitness-0 Period (NEW offering!)	Live Production Video
Stage Band/Jazz Ensemble	Work-Based Learning
Select Vocal Ensemble	Online Credit Recovery (after-school sections)

Sign up for a full load of classes (all 12 slots) in the top section of the registration form. List these before school/after school classes in the separate box for that purpose (just above the signature lines), NOT as alternates. Note that you must provide your own transportation for these before/after-school classes.

Directed Studies students: Your IEP manager will assist you in choosing the correct classes for next year. You won't be able to select any SPE (Directed Studies) classes when you go online, but be sure those classes are listed on your registration form - the counseling staff will add them for you later. Be sure your IEP manager signs your registration form at the bottom, too.

ELL students: Your ELL teacher will assist you in choosing the correct classes for next year. You won't be able to select any ELL classes when you go online, but be sure those classes are listed on your registration form - the counseling staff will add them for you later. Be sure your ELL teacher signs your registration form at the bottom, too.

Math classes: Students currently enrolled in Math courses will receive a recommendation for next year's math level. Based on performance in their current math class at the end of 2nd semester, or over the summer, students may be moved to a more appropriate math level.

Symphonic Band/Wind Ensemble: Since at this time it is not known who will qualify for Wind Ensemble, enter ZMU701+702 to indicate BANDS, SYM/WIND. Auditions later this year will determine in which class you will be placed.

Stage Band/Jazz Ensemble: Since at this time it is not known who will qualify for Jazz Ensemble, enter ZMU401+402 to indicate BANDS, STG/JAZZ. Auditions later this year, or in the fall, will determine in which class you will be placed. Remember, you must also enroll in a Shorecrest Band/Orchestra appropriate to your level (BANDS, STG/JAZZ or SYMPHONY ORCHESTRA) in order to participate in Stage Band or Jazz Ensemble.

Off-campus programs - Fire Service Training, Pre-EMT, and Running Start: If you're applying for Fire Service Training, Pre-EMT or Running Start, you should fill in the top section of the Registration form with a full load of classes to be taken in case you are not accepted into the program, or if you don't end up take Running Start classes. List Fire Service Training, Pre-EMT, or Running Start as ONE alternate. Place asterisks next to the courses you would drop if you are accepted into Fire Service Training, Pre-EMT, or Running Start. (For instance, the Fire Service Training class is 2 periods all year, so in this case you would need to have asterisks next to 4 semester courses.)

EXCEPTION: If you have completed all the steps for Fire Service/Pre-EMT registration, or will be a full-time Running Start student next year, those courses may be placed in the top part of the form.

See reverse side of page for
Online Course Request information

Shorecrest Online Registration for the 2009-2010 School Year

The Short Version

1. With your completed and signed Registration form handy, log on to the Family Access website.
2. If a box comes up asking about your email address, go to "Change My Email" and add one (or check "Record no Address"). Otherwise, go to Account Info (top line) and check that the email address shown is correct - change it ("Change My Email") if that one is no longer current.
3. Go to "Courses for 2009-2010" over on the left.
4. Use the Update Requests tab and the Alternates tab to add the requests and alternates from your form. If you are able to add a request or alternate, circle the **Y** next to that class on your Registration Form. If not, circle **N**.
5. Check your work on the Selected tab. When finished, log out. Turn in your Registration Form by March 12.

Need More Help?

1. Registration forms should be completely filled out - all slots in the main sections AND in the alternates section filled, plus all available course codes entered - BEFORE you go online to enter your requests. Forms should be signed by student and parent/guardian (and IEP manager or ELL teacher, if appropriate).
2. **If you need your Family Access Login and Password, see the Attendance, Counseling, or Library secretaries.**
Reading your Login and Password can sometimes be confusing.
 - Logins are the first 5 letters of your last name, the first 3 letters of your first name, and 3 numbers. ^ means "type a space here" - used if your name is short. (For CHO^^JEN000 you would type CHOspacespaceJEN000.)
 - Passwords are usually a combination of 8 letters and numbers.
3. There are four tabs along the top:
 - Available tab - you'll see a list of courses that students in your grade level may take next year, in Department order.
 - Selected tab - There should be no courses selected yet.
 - Update Requests tab - On the left is the Course(s) Available box. On the right is the Course(s) Requested box. Scroll down the left-hand box until you reach the first course code on your Registration form, most likely an English code (ENG###). Check the course title, and click on that line to select the course. Then click the "Add Course" button under the box. In a moment the course will move to the box on the right side. Continue to add the classes that are listed on your Registration form. For year-long classes, be sure to enter both codes (one ends in 1, the other in 2) - for instance, Spanish 2 is a year-long class, so you would sign up for FOR701 and FOR702.
 - If you enter the wrong class into the right-hand box, click once on the class, then on the Remove Course button.
 - If you try to sign up for a class a second time (for instance, if you have listed Team Sports twice on your Registration Form because you want to take it both semesters next year) you will get an error message. This computer system doesn't allow students to sign up for the same course code more than once. Circle the **N** next to the unentered course on your Registration Form, and the counseling staff will enter it later for you.
 - There may be a class you need for next year that you can't access in your current grade. Circle the **N** next to that class on your Registration Form.
 - Alternates tab - when you've entered all the courses from the main and before- and after-school sections of your Registration Form, go to the Alternates tab. You'll see your course requests on the right side, with the letter R as their priority. Enter the classes from the Alternates section of your Registration form, the same way as you did the regular requests. You can change their order if you like.
 - You may enter up to six Alternate courses. Include both first- and second-semester course codes for year-long classes.
4. Check your work: go to the Selected tab. Check again that the courses listed there are indeed the same ones that are on your Registration Form. Be sure that each course on your Registration Form has either the **Y** or **N** circled. Log out of Family Access.
5. Turn in your signed Registration Form (to the teacher of the class where you received it) by March 12.

*See reverse side of page for
additional registration information*