

2024-2025 COURSE REGISTRATION DIRECTIONS

- Complete the **ENTIRE** front page of the course registration form → **ALL information is important!**
- Use the back of the registration form to find courses, course numbers, and tally your total credits. If you do not see a course you want or need on the back of the registration form, please write it on the front of the form AND discuss with your counselor.
- Check the Educational Planning Guide to **ensure you have met the prerequisites** for all classes you select.
- Record your selections on the front of your registration form.
- Select at least THREE alternate courses → This step is MANDATORY!**
Failing to include alternate choices may result in courses you do not want to take next year.
- Enter your course selections and alternates in Skyward on or before February 2, 2024**
 - The courses on your form must MATCH what you enter in Skyward!
- Both student AND parent/guardian must sign the front of this form** to indicate agreement with selections.
- CURRENT JUNIORS:** Scan/photograph the front of your course registration form and upload it to Smart Futures → directions are on the back of this paper.
- Collection Date for ALL Paperwork is February 5 and 7, 2024 during English Classes!**

ADDITIONAL FORMS

- AP Students:**
 - Complete the pink AP Course Application and return with all other registration materials.
 - This requires both teacher and parent/guardian signatures prior to February 5, 2024.
- CTC Students (grades 11 and 12):**
 - New CTC students must complete the online application found on our website (or type the link below) by **March 1, 2024** and indicate on the front of the registration form your first and second choice programs.
 - <https://www.lcctc.edu/enrollment> → Scroll down and click on the “Registration Links” button
 - **ALL CTC students (both new and returning) MUST complete a FULL schedule for CCHS** just in case your plans change or you are not accepted into a program. Use the appropriate column on the front of this form to indicate your preferred class selections at CCHS if you do attend CTC next year.
- Course Override Students:**
 - Anyone taking a core class different than what was recommended by your teacher must complete a Course Override Form and return with all other registration materials.
 - This requires both teacher and parent/guardian signatures.
- Co-Op/Internship (grade 12), Independent Study, Peer Tutor, and Advanced Art Students:**
 - Complete the appropriate form and return with the registration materials.
 - Co-op/Internship applicants MUST complete a FULL schedule for CCHS just in case your plans change or you are not accepted into the program.
 - All of these forms require both teacher and parent/guardian signatures.
- Early Graduation Students (grade 12):**
 - You must meet with your school counselor to ensure you have met or will meet all graduation requirements.
 - Then you will complete an application and meet with the building principal for consideration of your application.
- Dual Enrollment Students (grade 12):**
 - You must meet with your school counselor, complete an application, and meet with the building principal for consideration of your request.

**Make an appointment as soon as possible to see your counselor with any questions.
After-school hours will also be available January 30, 31, and February 1, 2024 from 2:30-6:00pm**

GRADUATION REQUIREMENTS

1. Accumulate a **minimum of 24 credits** during high school
 - Underclassmen must register for a minimum of 7.0 credits each year
 - Seniors in good academic standing may be eligible for Open Campus with a minimum of 6.0 credits → See you school counselor to find out if you qualify
2. Successfully complete the following:
 - 4 credits in **English**
 - 3 credits in **Mathematics** → some colleges/universities and/or majors may require 4 credits in math
 - 3 credits in **Social Studies** → all students must pass coursework in American Cultures, World Cultures, and Government
 - 3 credits in **Science** → some colleges/universities may prefer more than 3 credits of science depending on intended major
 - 1.5 credits in **Physical Education**
 - 0.5 credit in **Health**
 - 0.5 credit in **Fine Arts** → visual art or music
 - 0.5 credit in **Career Development** → Business and Career Development, DIY Home Improvement, Introduction to Technology and Problem Solving, Computer Science Foundations 1, or any Family and Consumer Sciences course
 - 0.5 credit in **Financial Literacy** → Saving, Investing, and Financial Decisions

* While foreign language is not a graduation requirement for Cedar Crest High School, most colleges and universities require successful completion of at least two years of the same foreign language in high school. Some colleges/universities may require more than two years.

CURRENT JUNIORS ONLY → Upload the 12th Grade Course Registration form to Smart Futures!

1. Scan or take a photo of just the front side of the 12th Grade Course Registration form
2. Follow the directions below to add it to your Smart Futures Portfolio

12th Grade Course Registration Form – Complete in Grade 11

- Click on the **Portfolio** button in the left-hand column of the screen
- Select the “Add” button under the “**Upload Artifacts**” heading
- Click on the “**Career Awareness and Preparation**” button inside the Tag by Standard box
- Complete ALL INFORMATION on this screen
 - For the title, type “**12th Grade Course Registration**”
 - You must complete the “**Gathering Your Thoughts**” box → this is just a simple reflection of the registration process and/or courses you selected to assist with your career goals.
 - Upload the scan or photo you created of the front of your 12th Grade Course Registration form
 - Click the “Save” Button

The screenshot shows the 'Uploaded Artifacts' form. At the top right is a close button 'X Close'. Under 'Tag by Standard*', there are four checkboxes: 'Career Awareness and Preparation' (checked and circled in red), 'Career Acquisition', 'Career Retention and Advancement', and 'Entrepreneurship'. Below this are 'Title*' and 'Date*' input fields. A 'Description' section has a text area with the prompt 'Optional: Tell more details about this experience.' and a 'Gathering Your Thoughts*' section with the prompt 'Explain why this experience is important in terms of your preparation for future success.' Under 'Add Link or Attachment*', there are three buttons: 'Select a file from your computer' (with a file size limit of 5MB), 'Select a file from Google Drive', and 'Attach a URL link'. At the bottom, there is a 'Drag and Drop files here' area and a 'Note: * is required' label. 'CANCEL' and 'SAVE' buttons are at the bottom right.