

PRE-REGISTRATION CALENDAR

Advisory will meet Tuesday & Thursday

November 8 - 21

- During the lunch period and/or after school, various departments will showcase elective and AP courses available for students to pre-register for. These showcase times will provide students the opportunity to learn about possible courses they may be interested in taking for the following school year and to pick up AP contracts to have signed before picking up labels for the course. Highly recommended for students wanting to explore other areas of interest, outside of their currently enrolled courses! Listen to the morning bulletin or look for the posters with information about the featured department, place and time. Informational posters will be posted throughout campus and classrooms.

November 26 (Monday)

- Monday Bell Schedule (Periods 1-7)
- Registration materials will be given to Advisory teachers to be **PASSED OUT ON TUESDAY, November 27, 2018** to advisory students.

November 27 (Tuesday) All teachers to distribute course labels to students as they go class to class

- **SINGLE-ASSEMBLY Bell Schedule** (Periods 2, Advisory, 4, & 6)
- Registration materials passed out to grades 9-11 **ADVISORY STUDENTS** during the assembly time
- **ADVISORY** teachers will go over with students the pre-registration process, assist students through the Program of Studies catalog and the key areas of importance, and lastly, instruct students to print legibly on their registration card the necessary information at the top of the card and how to fill it out. Students must complete their cards w/ signatures before they return the cards to their **ADVISORY** teacher on Thursday (November 29, 2018).

November 28 (Wednesday) All teachers to continue to distribute course labels to students

- Wednesday Bell Schedule (Periods 1, 3, 5, 7)
- Students continue to complete registration card as they go class to class or during non-instructional time
- Approvals/Recommendations by subject teachers
- If students are done completing their registration cards, all cards are to be collected by **ADVISORY** teachers on Thursday.

November 29 (Thursday) All teachers to continue to distribute course labels to students

- **SINGLE-ASSEMBLY Bell Schedule** (Periods 2, **ADVISORY**, 4, & 6)
- Students continue to complete registration card
- During assembly time, **ADVISORY** students needing elective labels and/or signatures from teachers outside of their regularly scheduled day, will be able to get signatures and labels during this assembly time. All students shall complete their registration because **ALL** teachers will be in their classrooms. At 10:10 all students return to **ADVISORY**.
- Students will return to **ADVISORY** to submit their completed registration cards and attendance check. If students are not done, Friday is the absolute last day to turn in registration cards! Counselors/registrar will begin completing registration cards for those students with prolonged absences or who have not completed a registration card.

November 30 (Friday) All teachers to continue to distribute course labels to students

- Friday Bell Schedule (Periods 1, 3, 5, 7)
- Any last minute approvals/recommendations by subject teachers and/or elective teachers
- **ALL** cards are to be collected by advisory teachers and/or **ANY TEACHER** to be submitted to the counselors! Submit to **ANY** counselor/registrar box.

Students who do not show up or are absent from advisory when the registration process begins, will have their names written on the registration card and the advisory teacher will turn in the card with a post-it indicating the student was absent so their counselor can pre-select appropriate level courses for the student who was absent or negligent in pre-registering for the next school year. This will help when putting students into their course requests in order to create teaching lines for next school year.

**STUDENTS WHO FAIL TO PRE-REGISTER BY THE DEADLINE
WILL BE PROGRAMMED BY THEIR COUNSELOR OR THE REGISTRAR
AND WILL FORFEIT THEIR RIGHTS TO ELECTIVE SELECTIONS AND PROGRAM CHANGES!**