

White Bear Lake Area High School

Online Registration Procedures

2012-2013 Registration

Students and parents will be able to make course requests through the online registration procedure as follows:

- Access the District website: <http://www.isd624.org>
- Go to Quick Links located on the left side of the website
- Scroll to Family Access
- Enter Student or Family Access Login and Password

Look under “Course Selection” for 2012 - 2013 in the Message Center for step-by-step directions on how to request courses. Please refer to page 3 in the Course Registration Catalog for further Registration details.

Login and Password Information

Students or parents must have their Family Access login and password information in order to register. If unknown or forgotten, students may request login and password information through the Counseling Office or the Main Office at North Campus during normal school hours.

Add Courses for 2012-2013

All students are requested to **register for six credits**.

- Located on the left side: **Click on Courses for 2012-2013**.
- Located on the top: Select the building you will attend for the 2012-2013 school year from the drop down menu.

NOTE: Current sophomores should select **SOUTH CAMPUS** to view courses.

- Located on the top: Click on **Update Requests**.
- Located on the left side: Select courses from the **Course Available** box. Scroll to find a course, click on the course number to highlight it, and then click **Add Course**. The course will move to the right side **Course Requested** box.

Northeast Metro 916 Courses (Only available to 2012 Juniors and Seniors)

If you are interested in registering for courses at the Northeast Metro 916 Career and Technical Center affiliated with Century College you must apply via paper application; you will not be able to select 916 courses online. During the normal registration period **you must register online for six credits**; applications will be approved by appointment with your counselor and scheduled separately. Northeast Metro 916 applications are available in the Counseling Office.

Health/Physical Education 9 Alternate Option

North Campus students may enroll in Health/Physical Education 9 as an after school; or summer; or as an online course to fit individual needs (please refer to p. 4 in the Registration

Catalog).

Students may register for the following options using the course numbers listed below:

Course # 1951

After School First Semester (Fall 2012): Monday - Friday from 2:30 - 3:15 pm

Course # 1952

After School Second Semester (Spring 2013): Monday - Friday from 2:30 - 3:15 pm

Course # 1961

Summer 2012: Monday - Thursday from 8:00 am - 12:00 pm. Tentative dates are June 18 - July 26, 2012.

Course # 1962

Apex (Online): Course offered in partnership with the Area Learning Center; follows tentative Summer School date of June 18 - June 26, 2012. Upper classmen have a priority for enrollment.

Add Alternative Courses

- Located on the top: Click on **Alternative Courses**.
- **Select 2-5 alternative courses as above.** Alternative courses added to the student's Course Request will be indicted by priority with a number (1=student's first choice, 2=student's second choice, etc.) before the course number.

* Each student is required to select a **minimum of 2 courses as a backup** for their requested electives. Alternative courses allow Administration to choose a course the student is interested in if/when their elective course(s) is no longer available or will not work with the student's schedule.

IMPORTANT: Your registration is not considered complete until at least two alternate courses are entered. Failure to indicate alternate courses may delay the student's registration process; students who do not indicate alternate choices via the online process will be required to meet with their counselor to complete their 2012 - 2013 registration.

Logout

- All entries are saved automatically. Click on **Logout of System** to leave the website.

The Online Registration Window

- Opens: January 5, 2012 at 7:30 am
- Closes: January 27, 2012 at 11:59 pm