

Bothell High School 2019-20 Course Registration Instructions

Timeline

- March 21st:** Registration materials & instructions distributed.
- March 21st-April 2nd:** Review course selections with parent/guardian(s) and obtain parent/guardian signature on Course Registration Form. Complete your online registration through StudentVUE (see directions below on how to enter your course selections online). Online course selections must be completed by APRIL 3rd!!!
- April 3rd:** Return your completed Course Registration Form to your 2nd period teacher.
- April 15th-May 3rd:** Counselors will meet one-on-one with their students to review online course requests.

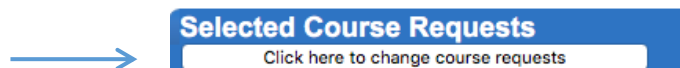
Course Registration Form Instructions

1. Read the key on your course registration form.
2. Utilizing your Graduation Requirement Profile as a guide to the credits you need, choose **14 boxes** to register for a 7-period day.
3. Choose alternate classes matching your course selections of Art, CTE and PE classes.
4. Review selections with a parent/guardian and have them sign the top of the form.
5. If applicable, have a Special Education IEP Teacher sign your form.

BHS Online Registration Instructions

Step 1: Log on to **StudentVUE** and click on "Course Request" located on left side of screen.

Step 2: Click on this button to navigate to the screen where you can begin adding courses:



Step 3: **Search for your courses *by the Course ID only* (NOT by Course Title).** Refer to the Course Registration Worksheet to find the course codes. Enter the course code for the class you want to add. *i.e. ENG100.*

- Start by entering the corresponding Course ID into the Course ID box (i.e. Course ID ENG100 will give you both the A and B option for English 9)

- After typing in the Course ID, you MUST press **Search Courses** to search. *Do not type anything in Course Title or choose from the drop-down box next to "elective".*

Step 4: Enter each of your 14 course requests by choosing "Request". These are your first choice classes.

Ln	Action
1	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate
2	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate

- Select [Click here to move selected requests to Selected Course Requests](#) to save your choice. You must do this after each search.
- Once all 14 requests are in, then add your Alternates by choosing the alternate button. These are your back-up classes

Ln	Action
1	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate
2	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> Alternate

Each time you select a course you can see how your course request will fill your graduation requirements by clicking on the "Course Request Summary". This is similar to the Grad Profile. In this instance, the student has chosen English 9 and the graduation status has moved English 9 from the "Remaining" column to the "Credit for Requested Courses" column:

Selected Course Requests
[Click here to change course requests](#)

Password:
[Lock Course Requests](#)

Selection Time Period: 1/31/2019 - 4/1/2019

Ln	Course ID	Course Title	Elective	Credit	Comment
1	▶ ENG100A	ENGLISH 9		0.500	
2	▶ ENG100B	ENGLISH 9		0.500	
				1.000	

Alternate Elective Requests (*in preference order*) - Select at least 1 alternate

Ln	Course ID	Course Title	Elective	Credit	Comment
No alternate course requests have been selected or assigned.					

[Click here to change course requests](#)
[Lock Course Requests](#)

Graduation Status Summary

Step 5: When you have finished entering your classes and alternates, double check your work; then you can close the window and your work will be saved.

Running Start Instructions

CURRENT Running Start students: If you are planning on participating in Running Start next year, please register for just the classes you plan to take at BHS. You will also select the Running Start box on the Course Registration Form and enter the Running Start code online.

NEW Running Start students: Please select a full load of BHS classes on your Course Registration Form (14 boxes). We will adjust your BHS schedule requests, as needed, when you register for your Running Start classes. Running Start information is available on the Counseling website and forms are in the Counseling Office.