

MYAP Student Course Registration

Course Registration allows students enrolled in next year's calendar (or any future calendar) to select which courses they would like to take. This is just a course request process; it does not guarantee placement into a course. Parents can also request courses for students using this same process. Course Registration using the Academic Planner is a bit different.

The screenshot shows the 'Academic Plan' interface. At the top, there are buttons for 'Save' and 'Course Plan Report', and a search bar for the course catalog. The program is set to 'Grad Plan (Graduation)' with a counselor 'Counselor: Counselor, Marilou'. It is noted as 'Approved by parent/legal guardian'. An alert states: 'ALERT: Insufficient Academic Program participation: Tech CTE Req'. The current grade is 09 with 12.0 / 12.0 credits. The plan shows requirements for English (7.0 / 8.0) and Mathematics (6.0 / 6.0). Under English, there are buttons for 1700, 1701, 1702, 1703, 1740, 1741, and 1745. Under Mathematics, there are buttons for 4012, 4013, 4010, 4011, 1400, and 4606. A note at the bottom indicates '1.0 credit overflow to Elective'.

Select an Academic Program

- After logging in to Campus Student/Campus Parent, select **Academic Planning** from the Index. When first accessing the Academic Planner, select and/or verify an **Academic Plan** from the dropdown list. Also select the desired **Post Grad Location** (where you are going to attend college) and your **Post Grad Plans**. Click the **Next** button when finished.
- Use the Course Catalog to locate courses that would be of interest to you. If you know the name of the course, enter that name in the field, or a partial name. Matching results display. When a course is chosen, a description displays, providing more information about the curriculum of the course, any planning rules set for the course, total number of credits given, course fees (if any), and an option to add that course to the plan.

This screenshot shows the 'Academic Plan' selection screen. It features a dropdown menu for 'Choose an Academic Plan:' with 'JHS Graduation Program' selected. Below this, it says 'HS Program with basic graduation requirements' and lists 'completion grants HS diploma'. There are dropdowns for 'Post Grad Location' (set to 'Out-of-State') and 'Post Grad Plans' (set to 'Four Year College or University'). A 'Next' button is visible at the bottom.

This screenshot shows the 'Academic Plan' interface with a search result overlay. The program is 'SPA Grad Plan (Graduation)' and the counselor is '9002'. An alert states: 'ALERT: Insufficient Academic Program participation: Tech CTE Req'. The current grade is 09 with 12.0 / 12.0 credits. The plan shows requirements for English (7.0 / 8.0) and Mathematics (6.0 / 6.0). Under English, there are buttons for 1700, 1701, 1702, 1703, 1740, and 1741. Under Mathematics, there are buttons for 4012, 4013, 4010, 4011, and 1400. A note at the bottom indicates '1.0 credit overflow'. A 'Course Search Result' overlay is open, showing '9002 Child Psych/Care (Block)' with details: '2.000 credits of Elective', 'Course Requirement(s):', 'Planning Rule(s):', 'Course Description: Transition None', 'Grades: 09, 10, 11, 12', and a description of the course content.

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Required, Requested and Alternate Courses

- If your counselor or administrator has created course plan templates, some courses may already be on your course plan.(you can discuss these choices with your counselor).
- If this is the course you'd like to take, click the **Add to Grade** button. Courses can be added to any future grade level. This places the course on your plan in the indicated grade level for that credit type.

The screenshot shows a course registration window with the following details:

- Course Requirement(s):** CHILD DEVELOPMENT-PRENATAL TO 3
- Planning Rule(s):** None
- Course Description:** This course offers students the opportunity to study the developing child from conception to development and care, the influence of heredity and environment on the child, physical, intellectual, and emotional development.
- Grade: 11** 2.0 / 6.0 (with a red alert icon)
- Grade: 12** 1.5 / 2.0 (with a red alert icon)
- Course Selections:**
 - Grade 11: ENG033121 Engl Lang Arts 11 - 0.5, ENG033121CAI Engl Lang Arts 11 - 0.5
 - Grade 12: ENG038121 AP Lang & Composition - 0.5, ENG038122 AP Lang & Composition - 0.5
 - Grade 12 (highlighted): FCS013124 Child Development-Prenatal to - 0.5
- Buttons:** Add to Grade 10, Add to Alternates Grade 10, Add to Grade 11, Add to Alternates Grade 11, Add to Grade 12 (highlighted)

Add Courses

1. Click in the text box below the number of credits for a certain grade level. Courses meeting that credit type display for selection.
2. Choose the desired course(s). When they are added, they display and the number of credits is updated. The credits assigned to a course appear after the course name.
3. Add enough credits for future years as needed. When the student has met the number of requirements, the alert that displays for each credit type stating not enough credits are selected disappears.
4. Repeat these steps for each credit type. At the end of the process, you should have a clear idea of what courses he will be taking in each grade level.
5. Click the **Save** icon when finished.

The screenshot shows a grid of course options for different grade levels and subjects:

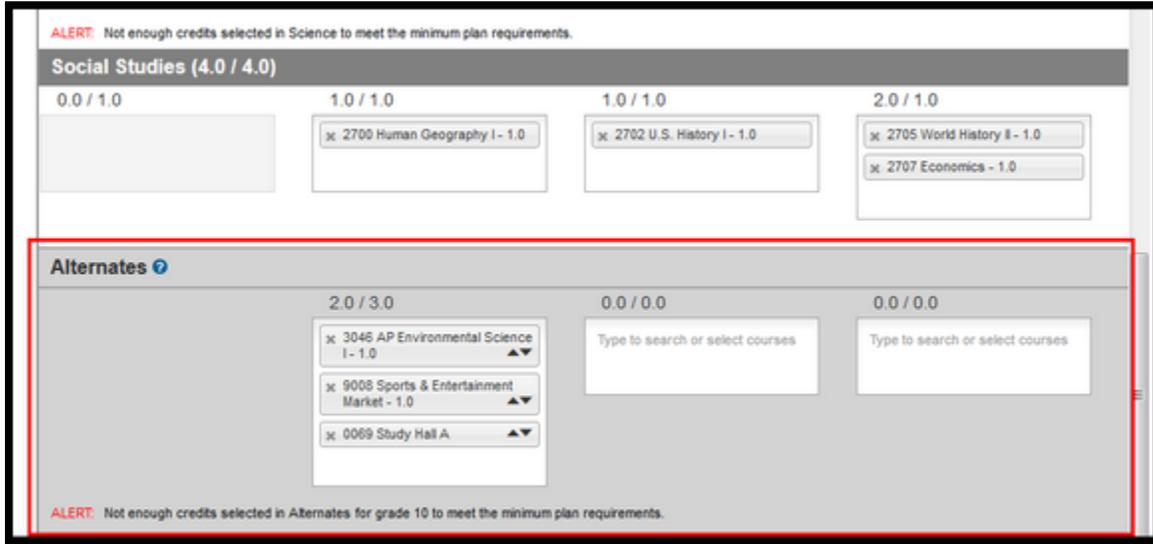
- Grade: 09** 7.50 / 6.00
- Grade: 10** 8.50 / 6.00
- Grade: 11** 4.00 / 6.00
- Grade: 12** 0.50 / 4.50
- MATHEMATICS:** 2202 ALGEBRA 1 S2 - 0.50, 2202 CBE ALGEBRA 2 - 0.00, 2221 ALG 2 S1 (H) - 0.50, 2222 COR ALG 2 S2 (H) - 0.50. **ALERT:** Not enough credits selected in MATHEMATICS to meet the minimum plan requirements.
- PE/HSROTC (1.00 / 2.00):** 5101 PE - 0.50, 5102 PE - 0.50. **ALERT:** Not enough credits selected in PE/HSROTC to meet the minimum plan requirements.
- SCIENCE (2.50 / 3.00):** 3141 BIOLOGY 1 - 0.50, 3142 BIOLOGY 2 - 0.50, 3201 CHEMISTRY 1 (H) - 0.50, 3202 CHEMISTRY 2 (H) - 0.50. **ALERT:** Not enough credits selected in SCIENCE to meet the minimum plan requirements.
- Grade 12 Course List:** 5028 SPVSD CUR PE - 0.50, 5029 SPVSD CUR PE - 0.50, 5031 PE OPTIONS FALL - 1.00, 5217 COND/WGHT TRNG - 0.50, 5218 COND/WGHT TRNG - 0.50, 5411 HSROTC I - 0.50, 5412 HSROTC II - 0.50, 5413 HSROTC III - 0.50, 5414 HSROTC IV - 0.50, 5416 HSROTC VI - 0.50, 5417 HSROTC VII - 0.50, 5418 HSROTC VIII - 0.50, 5461 HSROTC ADV LDR - 1.00, 5462 HSROTC ADV LDR - 1.00

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Add Alternate Courses to the Plan

Adding alternate courses is done the same way as entering other courses. Enter alternative courses to take in the event the planned courses cannot be scheduled. Alternate courses are placed on the schedule based on the order assigned to the alternate courses.

Use the arrows to move the courses into the desired order. In the example below, if an alternate course is going to be placed, the Wizard attempts to place the course first in the list (3046 AP Environmental Science) before placing the second course in the list (9008 Sports & Entertainment Market).



Review Course Requests/Print Course Plan Report

When finished requesting courses, review the requests you have made and make adjustments as needed. If you are satisfied with your requests, click the **Print** button. This generates a PDF of your required and requested courses.

