

**SHELTON HIGH SCHOOL
COURSE SELECTION PROCEDURE
Classes of 2019, 2020, 2021**

The process of choosing your courses is a cooperative effort involving you, your parents, teachers, and school counselor. The 2018-2019 course selection materials can be found on the **SHS website** –sheltonhigh.sheltonpublicschools.org. See the link “Academics” and select the link to “*Program of Studies*”. Here you will find the 2018-2019 *Program of Studies Booklet & Course Selection Procedure*. You can print any or all of these files for your use.

The schedule that you choose during this course selection process will be treated like a contract. You will be expected to take and complete all the courses on your schedule for the upcoming year. No course changes will be allowed without meeting valid criteria.

1. Review & Read “Program of Studies” with your parents.
2. Consult with your school counselor if you have questions.
3. Select a minimum of six courses plus P.E (if you have not successfully completed 1 credit =2 years). In addition, select at least 1 full year or 2 half year electives as alternate courses. Students enrolling in a science lab course need to enroll in the course and the lab.
4. Do not enroll in a study.
5. When you are finished selecting courses, logon to the Infinite Campus Student portal by visiting the district’s web site located at www.sheltonpublicschools.org. Select the Login for Students button on the lower left and access the Student Information Systems Student Access link.
6. Use the username and password provided to you for access to the student information system.
7. Once logged in, select the Course Registration: 18-19 Shelton High School link in the left column.
8. When designating course level use: 1 = Honors, 2 = College Prep, 3 = Academic, 5 = Advanced Placement/UCONN ECE/UB, 0 = Untracked
9. You may utilize the Course Search option in the grey heading bar to search for the courses you would like to request for the following year.
10. Once you have located your desired course, click on its name to bring up a description.
11. You will have the option to request the course or mark it as an alternate. Please click on the Request this Course button.
12. The course number and name will move to the Requested Courses area on the left.
13. To remove a course from the Requested Courses, select its name on the left and select the Drop This Course button.

- 14. Continue adding courses until you have completed the process. Students must enter at least two courses (2 full year, 1 full year and 2 half year, or 4 half year courses) under Request an Alternate. If there is a conflict and you do not get a course you requested, your alternate choice will be entered into your schedule.**
- 15. Once you have completed entering all of your courses, please use the Print Request Summary option located next to the Course Search Option to print a record of your course requests. Have your parent sign this printed copy.**
- 16. Hand in the Print Request Summary signed by your parents to your homeroom teacher.**

If you do not have access to a computer at home to view the “*Program of Studies*” or to enter your course requests online, please see your school counselor as soon as possible or use a computer in the library/media center.

It is imperative that you hand in the Print Request Summary signed by your parents to your homeroom teacher by **February 27, 2018**.