


REGISTRATION PROCESS FOR UPPER SCHOOL STUDENTS

You will need your school email and school password (Forgot it? Ask your advisor)

Link: https://www.classasignup.com/version2/student.php?id=202&sch_id=85

Log in using your school email and password. You will work with three tabs

1. The box below these instructions indicates courses you are required to take, courses for which you have been approved, and your advisor/cc approvals you need to complete your course requests
2. All the courses available to you are displayed in the checklist below that box
3. Place a ✓ next to the courses you wish to take
4. A course with a padlock  next to it is a requirement and cannot be deselected. Qs? - see Dept Head
5. A course with an * requires departmental approval
6. If there is a ✓ next to a *course, it means you've been approved to take this class
 - if you choose not to take it, deselect it
7. If you wish to petition for a course for which you were not approved, place a ✓ next to the course and click on "print petition"

Petition Info

- follow all petition directions; begin by picking up a report card in the office
 - once you've completed the petition and secured signatures, turn it into the office
8. Once you've scrolled all the way down the page and chosen your courses, click on UPDATE
 - UPDATE must be clicked for your choices to register in the database.

Alternates Tab

1. Enter alternate choices for any .5 credit classes
 - your advisor has the list of alternates in course # order (for ease of selection)
2. Please select 4 alternates **even if you only have one .5 credit course**
3. In *Notes section* on the next tab ([Submit Tab](#)), you will enter what class each alternate replaces.

Submit Tab

1. Review carefully before submitting. Be sure to include notes about alternates in text box. For example, you've selected Econ; under notes, type "Psych replaces Econ"
2. Changes after this date are highly discouraged
3. If all requirements have been met for registration, click on Submit Course Registration.
4. Any errors will be highlighted here and will require going to Signup tab and correcting
 - Remember to UPDATE on Signup Tab if changes are made
5. You may print your course requests by clicking on *Print Signup* at top of page

Pls Note: *"Pending Approval" will display on all applicable courses until it's actually processed*