Course Registration for 2020-2021  
Saint John’s High School  
Instructions for Requesting Courses

**Step 1 – Login to the Portal**

Go to the Saint John’s High School website, [www.stjohnshigh.org](http://www.stjohnshigh.org). In the top right corner, you will see a button that reads, “Login.” Either the student or parent can login in to the portal to continue the course requesting process.

If you are having trouble with the login, then please utilize the following instructions:


Students should login to their portal. We suggest that students login with their parents and complete the process with a parent present.

Parents can also login into their student’s portal and have access to their student’s course recommendations. *As a parent, once you login into the portal, click on your student’s name.* Again, we suggest that parent and student complete the scheduling process together.

**Step 2 – Go to the Course Request Tab**

Once you have logged into the portal, you see a tab titled “Course Requests” on the main menu. Click on this tab to see what classes have already been recommended by your current teachers.

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**Course requests for 2020 - 2021**

<table>
<thead>
<tr>
<th>Available Courses</th>
<th>6 Offerings 0 Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>15 Offerings 0 Requests</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>17 Offerings 0 Requests</td>
</tr>
<tr>
<td>Mathematics</td>
<td>19 Offerings 0 Requests</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>7 Offerings 0 Requests</td>
</tr>
</tbody>
</table>
Step 3 – View your Current Teacher’s Course Recommendation

On the right side of the screen, you will see a list of courses that have currently been recommended for you for next year by your teachers. On the left side of the screen, you will see a listing of possible courses at Saint John’s, arranged by department.

Step 4 – Request a Recommended Course

For each course recommendation, you will see a plus sign “+” in the top-right hand corner. If you agree with your current teacher’s course recommendation for next year, and would like to request that course for next year, then click on the plus.
Step 5 – If you Disagree with a Recommendation

If you disagree with your current teacher’s course recommendation and/or do not want to request the recommended course, then do not convert the recommendation into a requested course. Simply leave the current teacher’s recommendation as is.

Your current teacher’s recommendation will remain in your electronic portal, even if you do not request the course. If you change your mind about a requested course, simply click on the discard icon (it’s the trash can) and the request will revert to recommendation status:
Please note that the majority of the core courses that you will be taking next year are already loaded into your portal through your teacher’s electronic recommendation. In addition, your current teachers may have already recommended elective courses that you are hoping to take. If a teacher has already recommended you for an elective, and you would like to take that elective, then click the “+” on the recommendation and now you have requested the course!

**Step 6 – Add your Electives, (if necessary)**

If you need to add an elective course, then you can request the elective from the menu of courses on the left. For example, if you want or need to add a Computer Science course, then click on the Computer Science Menu and a list of electives will appear. Request the course and it will appear on the right side of your screen.
Step 7 – Wait for Course Approval (over the coming month)

Once you have requested your courses, your School Counselor and/or Assistant Principal for Academics will review classes, and then either “Approve,” “Deny,” or leave the requested class “Pending” for further review. Once a course is “approved”, you will see a “check” and this course will be added to your schedule for the 2019-2020 school year:
If your School Counselor or Assistant Principal disagrees with the course request, you will see that this course has been “denied.”

A course may be “denied” based on a number of factors including the student has not taken the necessary prerequisite, the student’s grades from his current courses, the lack of a recommendation for the course, and other factors as determined by the Assistant Principal for Academics (in conjunction with the school counselor and department chair).

You may contact your student’s School Counselor and/or Assistant Principal regarding courses for which your student has been denied. If a course has neither been approved, nor denied, then it is still “pending” (under review).
Step 8 – AP Courses and Course Approval

If an AP has already been recommended and you are hoping to take the course, then request the course (see Step 4). AP courses will be reviewed by Saint John’s High School and be added to your schedule by the School Counselor or Assistant Principal for Academics.

If an AP has not been recommended and you are hoping to take the course, then you should also request the course, and your request will be reviewed.

Your School Counselor and/or Assistant Principal for Academics will review your course requests over the coming weeks and create your preliminary schedule.

Step 9 – Religion Courses and Religion Electives (FOR RISING SENIORS ONLY)

Seniors should request two religion electives. You must choose one of Christian Life or World Religions for one of your classes, and then may choose a second from the remaining elective (Bioethics, Business Ethics, Christian Life/World Religions). Please note that both electives will read “First Semester” at this point in time.

Rising Juniors and Rising Sophomores **should not** request religion classes. Your religion course will be automatically added to your preliminary schedule by Saint John’s High School.

Step 10 – Computer Science, Junior and Senior ½ Year Electives, Fine Arts and Performance Ensembles

Rising Sophomore students should select a ½ year Computer Science course in addition to their other six courses (see the chart below), as they take one semester of Computer Science. With permission from his school counselor and assistant principal, he may also take additional courses in Fine Arts.

Rising Juniors may select a one semester of Computer Science or additional Fine Arts course(s) in beyond their six core courses (excluding AP Music Theory and AP Art History). Juniors are encourage to speak with their school counselor before adding an extra course(s) to their normal six-course load. Seniors are permitted to take an extra ½ Fine Arts class in special cases, in consultation with School Counselor and Assistant Principal for Academics.

Students hoping to participate in a performance ensemble (Sophomore, Junior, or Senior year) should request the recommended ensemble as a seventh course in addition to your six courses.
## Step 11 – Review Your Schedule

Please refer to the following chart below for an approximation of what your course requests should look like after you have completed the request process.

<table>
<thead>
<tr>
<th>Graduation Requirements by Department</th>
<th>Class of 2023 - Rising Sophomores</th>
<th>Class of 2022 - Rising Juniors</th>
<th>Class of 2021 - Rising Seniors</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (required all 4 years at Saint John’s)</td>
<td>English II</td>
<td>English III or AP Language</td>
<td>English IV, AP Language, or AP Literature</td>
</tr>
<tr>
<td>Mathematics (required all 4 years at Saint John’s)</td>
<td>Geometry</td>
<td>Algebra II or Pre-Calculus</td>
<td>Pre-Calculus, Calculus, or Statistics</td>
</tr>
<tr>
<td>Social Studies (required in your first 3 Years at Saint John’s)</td>
<td>World History II or AP European History</td>
<td>United State History</td>
<td>Elective (from any department)</td>
</tr>
<tr>
<td>Science (required in your first 3 years at Saint John’s)</td>
<td>Chemistry</td>
<td>Physics, Environmental Science, Anatomy and Physiology, AP Chemistry, or AP Biology</td>
<td>Elective (from any department)</td>
</tr>
<tr>
<td>World Language (required for 2 consecutive years of the same world language)</td>
<td>World Language I, II, or III</td>
<td>Elective or World Language II, III, IV, or AP</td>
<td>Elective (from any department)</td>
</tr>
<tr>
<td>Religious Studies (required all 4 years at Saint John’s)</td>
<td>Religion 10</td>
<td>Religion 11</td>
<td>Request two electives in order of preference</td>
</tr>
<tr>
<td>Computer Science (required ½ year) Usually completed in the 10th grade</td>
<td>Request Computer Science Elective</td>
<td>Request only if you are seeking to take an extra ½ year Computer course</td>
<td></td>
</tr>
<tr>
<td>Fine Arts (required ½ year) Usually completed in the 9th grade</td>
<td>Request if part of a performance ensemble or seeking further Fine Arts</td>
<td>Request only if you are seeking to take an extra ½ year Fine Arts course or if part of a performance ensemble</td>
<td>Request if part of a performance ensemble</td>
</tr>
</tbody>
</table>

## Step 12 – Troubleshooting

If you have a question about your current teacher’s recommendation, please contact your teacher to discuss the recommendation. At this point schedules are preliminary and we have plenty of time to review and adjust a level placement, if necessary.

If you have a question about potential electives, the relative difficulty (or ease) or your schedule, then please contact your school counselor.

If you are having trouble with the web portal or issues germane to the technology, then please contact the Saint John's High School Technology Department at tech@stjohnshigh.org.