

**Heritage High School
Freshman On-Line Registration 2017-2018**

Register by visiting the school website at www.hhsgenerals.com and clicking on the "Parent Portal" link on the left column. The on-line registration window is **February 1st through 28th**. Students will not be able to choose courses on-line after February 28th.

Step 1: LOGIN – Your username will be your student number (lunch number) and the password will be your first initial, last initial, birth month, birth day and birth year (mmddyyyy). For example, John Smith born on December 12, 1996 would have the password "js12121996". You may have changed your password in the past. If you have problems with your username and/or password contact Mrs. Shelly Crow in the Career/Tech office at HHS (scrow.hhs@catoosa.k12.ga.us).

Step 2: From the main portal page, click on the "**Course Registration 17-18**" option on the left of the screen.

Step 3: REQUESTING COURSES – Click the "**Course Search**" link. Courses can be searched by course name or number and these are available for each grade level under "**Registration**" on the school website. Enter a course that you would like to add and click the "**Go**" button. To add the course to your schedule click on the "**Request This Course**" button. All students should select at total of 8 courses. Almost all courses last one semester, or 2 quarters, so a fully scheduled student will end up with 16/16 courses scheduled. To drop a course click on the requested course then click on "**Drop This Request**".

Step 4: ADDING ALTERNATES - Students must select 3 alternate courses. Alternate courses will be placed on the students schedule if other requested selections are full. To add an alternate make a course selection using the course search link and click on the "**Request as Alternate**" button.

Step 5: Once you have requested the courses you would like to take next year and added 3 alternates you can print your course requests and log off. You can make changes until February 28th.

SPECIAL CONSIDERATIONS: If you are considering a special enrollment situation, please go ahead and register for all 8 classes at HHS. You can work with your school counselor to make changes later.

-REMINDER: Students may not drop Honors/AP courses after May 26, 2017. The portal will close February 28, 2017 and parents/students may make changes by contacting their school counselor until May 26, 2017.

-Move On When Ready/Dual Enrollment /Dual Credit *provides opportunities for Georgia high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree while still in high school. You and your parents need to meet with a school counselor individually if you are considering this option. It is important to plan ahead if this is something you are considering!* Georgia Northwestern Tech offers dual enrollment beginning in 9th grade. Dalton State College offers dual enrollment as early as 10th grade.

-Catoosa On-Line Academy *offers online courses to students enrolled at HHS. Applications are available in guidance.*

-Students who have an interest in a subject that is not taught at Heritage High are encouraged to meet with their school counselor to determine if there are on-line options available for them.

