

**Heritage High School
On-Line Registration 2018-19**

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 5th through March 8th**. Students will not be able to choose courses on-line after March 8th.

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 18-19**” 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 a 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 March 3rd.

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.

-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 your 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 the school counseling office.

-Performance Learning Center features credit recovery programs for students who get behind in high school. They offer some flexibility with scheduling. Applications are available in the school counseling office.

-Work Based Learning or outside Internships are programs where students take classes part of the day and work a job part of the day. Mrs. Helton oversees these programs. Information is available in guidance.

-Special Internships are available at HHS. These courses are created individually through the guidance office and/or a career/tech teacher.

-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.

Important Dates:

Open Registration from February 5th through March 8th.

School Counselors will be available for registration assistance during lunch (11:15-12:05) every weekday that school is in session from February 26th through March 8th.

Registration Help in the Media Center on **February 26th from 6:00-7:30 pm**

The last day to drop an Honors/AP Course for the 2017-2018 school year is May 25, 2018.