

**Coppell High School
2019-2020 Registration Timeline
For Current 9th-11th Grades**

Dec 19th	Course Guide available online
Jan 8th	Parent Informational Meeting -CHS
Jan 9th	Registration Opens Online
	Course Registration begins for current 9th-11th
Jan 22nd	Registration closes all course selection requests due for 2018-2019 school year
Jan 23-Feb 8	Registration meetings with individual students
Jan 23rd- 28th	Counselors meet with 11th grade through Eng classes
Jan 28th - Feb 1st	Counselors meet with 9th grade through Eng classes
Feb 4th - 8th	Counselors meet with 10th grade through Eng classes
Feb 11th	Coppell High School Spring Showcase- A night to preview next year's courses
Feb 13-14th	Counselor Open Sessions 8-10am & 3-5pm room C103
Feb 15th	Counselor Open Sessions 8-12pm room C103
Feb 20th	Course selection verification sheets distributed
March 6th	Course selections verifications (Current 9th-11th) due back
March 6th	Final date to make course requests changes

Registration 101

Welcome to the online course registration process. You must enter your course selections prior to Tuesday, January 22, 2019. Registration can be done on your iPad either at home or at school. You can view the courses you have selected at any time in Home Access. Once the registration window is closed (Tuesday, January 22th), you can make changes to your course requests at your grade level conference with your counselor or until March 6, 2019 by appointment with your counselor.

If you have questions before, during or after registration, visit the FAQ in the School Links tab.

Please be aware that online course registration can only be accessed in the Student portal. If you have not logged in to your home access account and/or need help stop by the Library.

Registration Directions:

Login to the Home Access Center (HAC)

Log in with your login name (NOT email address) and school password.

Prior to entering your course requests in HAC:

Select the Home Icon on the top menu bar and go to the School Links tab.

Review the following items to assist with planning your course selections:

- Course Guide for 2019-2020
- Course Registration Worksheet
- Registration 101 Document

Entering your course requests in HAC:

- Click on Classes tab at the top
- Go to the Requests tab - Select the Edit Icon on the left for each department you are choosing a class in.
- Select the class then click Save at the top.
- Be sure to fill in 8 spots and refer to the graduation summary in the course guide to be sure you are selecting the courses needed for graduation and to meet your endorsement.

Dual Credit students:

- Please select all your classes as CHS classes. You should have noted the courses you are interested in on the Course Registration form.

Be sure to save your selections and confirm that your courses **total 8** classes. Once you have entered and saved all your courses you are finished. Thank you for entering your course requests in HAC. Counselors will be available to assist and answer questions you may have as you plan for next year.

FAQ's

for Online Course Registration

Q: How do I login to the Home Access Center (HAC) to complete the online registration process?

A: From the CHS website, click on the STUDENTS tab at the top and click on Home Access Center under District Student Links. The USERNAME is your school network username (ex.abc2345)– not your full email address. The PASSWORD is your current school password. If you cannot figure out the password, it can be reset. Please go to the CHS Library for assistance.

Q: Where do I find the online Course Planning Guide?

A: From within the Home Access Center, click on the Home button at the top; then click on the “Schools Links” tab; then click on 2019-2020 Course Guide 10th-12th Grade. There is also a copy on the front page of the Coppell High School website.

Q: What do I do if I can't find the class I want to take in the Course Planning guide or the online registration screen?

A: The course you want is not offered for the 2019-2020 year, please select a different course you would be happy taking. During your registration meeting you may discuss this further with your counselor.

Q: How do I find electives?

A: Electives are generally listed by subject area. Example: Creative Writing is listed in the English section. Psychology and Sociology are listed in the Social Studies section.

Q: What is the date for completing the online registration?

A: Online registration must be completed Tuesday, January 22nd.

Q: What if I want to take Dual Credit?

A: Learners who plan on taking a dual credit course must select the equivalent CHS course during on line registration. If you have other dual credit courses you would like to take you will need to select a CHS Course and let your counselor know when you have your individual meeting in late January or early February.

Q: What if I don't have room in my schedule for a class I want or need to take?

A: Your counselor will talk to you about alternative ways that you may take the course.

Q: How do I sign up for a class outside of the school day?

A: The only course that is currently planned to be offered during Zero Hour is the IB Theory of Knowledge course.

Q: How do I enter alternates?

A: There is a place for you to enter your alternates on the Course Registration Verification form.

Q: What is an Endorsement and where can I find out more information?

A: Students who entered high school in the Fall of 2014 or thereafter will graduate under the requirement of House Bill 5. HB5 requires students to choose an endorsement area or specific course of study. The endorsements are listed in the course guide.

Q: Am I able to take courses from endorsement areas other than my own?

A: Yes, students may choose to take elective from any endorsement area as long as they have met the prerequisite from the specific course they are requesting.