

2024-2025 Course Registration Tips

Complete registration between February 26th and March 5th at 3:30.

- Use the course guide located online at ftsd.org under the students tab- counseling department- registration materials to read course descriptions and double check prerequisites.
- Use your grade level registration sheet.
- Look at your transcript to check for credits needed for graduation (transcripts can be found by logging into your campus portal on a computer and selecting reports).
- Register for a full schedule. If you do not select enough courses, counselors will select them for you.

Registering for your classes:

- Login to your IC Portal and select MORE on the bottom left tab.
- Then select Course Registration 24--25 and click "Add Courses"
- You will see required courses, requested courses and alternate courses
 - Select Add Course- until the registration bar is at 100%
 - Search by course name or scroll through the list and add your selected courses
 - After you have requested a full schedule then select your alternate courses. Request at least **4** alternate classes in order of preference.

When you are ready to start selecting courses:

- Select course search from the top of the screen
- Search for courses by selecting search courses
- Use as few letters in the name as possible to assist in finding the class. For example, if you are looking for English 1, just type eng then select go.
- You can also leave the name section blank and just scroll down the list of all classes offered. You are able to scroll up and down the list.
- Select the class you are interested in from the list. Then request the course by clicking on it and selecting add course.
- Click the back button to continue.
- Once you have a full schedule, select classes as alternates.
- If you want to make a change, select the course under your requested courses and drop the request.

Other information:

- All courses award .5 credit each semester.
- Yearlong courses are 8 scheduling units, and semester classes are 4.
- You will be alerted on the screen if you request a class you have already taken.
- You are also able to see the prerequisites for courses you select from the list. Do not request courses if you have not, or will not by the time you take it, have met the prerequisites.

Even More Information:

- You may only request one work release through the portal. Sophomores, juniors and seniors are the only students eligible for work release. You can meet with a counselor once schedules are complete to add more and select the placement.
- You may request 1 semester of elementary aide online (10th, 11th or 12th graders only)
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Very Important Information:

- If you do not request enough courses (64 units) for a full schedule by the March 5th deadline, counselors will make selections for you.
- Only select courses you are interested in taking. There will be very minimal schedule changes later.
- Most honors classes require summer work.