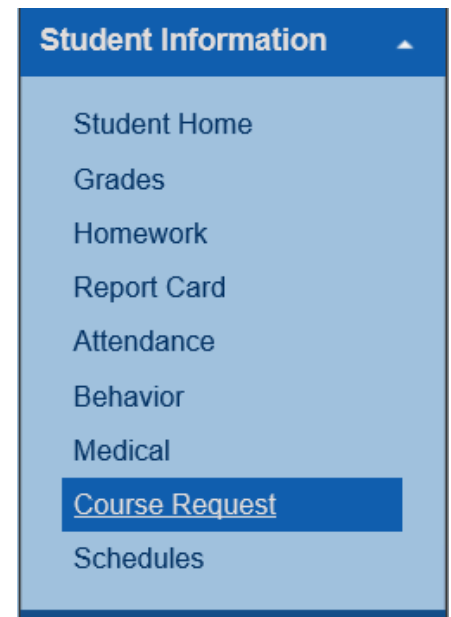




## **2019-2020 RENWEB COURSE REQUEST INSTRUCTIONS**

- Before you begin the process, be sure you know what classes your child needs to take. To do this please review/use the following resources: (all these documents are located in Resource Documents on RenWeb, on the Briarwood website under the High School Counseling page, or in your parent folder)
  - Course Selection Guide
  - 4 Year Plan
  - High School Course Selection Guide including the following:
    - Honors and AP Placement Guidelines
    - Course Descriptions
- All students have begun registering in the classrooms.
- Online registration will stay open until **February 26th**.
- To access the **Course Request** page on Renweb, click on Student Information Tab on the Home page, then Course Request. Student accounts have been purchased through the school so each student can access this through the Renweb app on their iPads or a computer.
- You will see the following:
  - The recommended course progression, diploma requirements, and a link to the course selection guide.
  - Following those items will be summer school registration and information, the 2019-2020 course registration options, and options to select sports or extracurricular activities.
  - You will see drop down windows for each subject area. Select the classes you and your student have decided upon.
  - Some categories have a preferred and alternate choice.
    - The alternate request will be the course your student will be scheduled for if the preferred course does not fit in their schedule.
  - Students may choose more than 7 courses if they are registering for multiple courses that are semester long versus year long. They need to choose enough courses to equal **7 periods a day, both semesters**.
    - Course descriptions and lengths are indicated on the Course Request Guide and in the High School Course Selection Guide.



⇒ ⇒ ⇒ **Click SAVE at the bottom of the page when you are done.**

- If a course is not listed on the drop down window, it is not available for your student.
- **AP and Honors placements were sent out on February 12th via email. If your student received an email with an approved Honors placement, the course should appear for them to select.**
- Any changes made after registration is closed will need to go through the counseling office.
- For help with technical Renweb instructions and assistance with the course registration process please contact:
  - Mrs. Miller \* ([mmiller@bcsk12.org](mailto:mmiller@bcsk12.org))
- For questions regarding course selection, please contact:
  - Mrs. Anna Margaret Gaines for rising 9th grade students ([againes@bcsk12.org](mailto:againes@bcsk12.org))
  - Mrs. Terri Sowell for rising 10th and 11th grade students ([tsowell@bcsk12.org](mailto:tsowell@bcsk12.org)).
  - Mrs. Tara McNeal for rising 12th grade students ([tmcneal@bcsk12.org](mailto:tmcneal@bcsk12.org)).