

Revised Course Selection Timeline

All current students are required to submit their online course selection form by Friday, March 27th.

| 1 Course Selection Education & Course Approvals | 2 Online Course Selection Deadline Friday March 27 (Revised) | 3 Process After Course Selection Deadline | | | |
|--|--|---|---|--|--|
| | | Department Chairs & Teachers will review and approve any pending requests | Counselors will review and approve their respective students' course requests | Students will print and obtain parent signatures for course requests | Official Course Verification List emailed from Academic Affairs after final grades |
| February | | Week of March 30 th | Month of April | April / May | Early June |

Frequently Asked Questions

What should a student do if they need to speak with their counselor before submitting course requests online?

While the school building is closed, grade-level and college counselors are available to discuss course request options. Email is the ideal method for contacting a student's counselor. If a face-to-face meeting is desired, an email can also be sent to a student's respective counselor and a virtual meeting will be scheduled by that respective counselor.

| Contact Information | | | | | |
|--|--|--|--|--|--|
| Grade-level Counselors | | | College Counselors | | |
| Freshmen | Sophomores | Junior | | | |
| Mr. Leahy | Mr. Resch | Mr. McGranaghan | Mr. Brett | Mrs. Diehl | Mr. Sawyer |
| leahyw@lschs.org | rescha@lschs.org | mcgranaghanj@lschs.org | brettg@lschs.org | diehlm@lschs.org | sawyerj@lschs.org |

What should a student do if they do not have permission/recommendation to select a course that needs approval?

Students should contact their teacher and the department chairperson in that academic area ASAP via email. Approval for courses that have pre-requisite requirements cannot be made by a student's counselor.

Should a student submit their course requests by the deadline if a course recommendation might change at the end of the year, based on their final grades?

Yes. Course changes based on final grades and updated teacher recommendations will be made after final grades have been submitted. In these instances, students should still select the course(s) that they currently qualify for. It would also be helpful for a student to notify their counselor about possible changes.

What will happen if a student does not submit their course requests by the deadline?

If the course selection form has not been completed by the required deadline, a roster will be selected for the student by the Administration.

What should I do if I encounter technical problems with the online course selection page?

Email support@lschs.org

What is the process for submitting online course requests?

- 1) Go to Student Portal (not Blackboard). Under “Course Selection for 2020-21”, click on black box “Click Here For Access.”
- 2) A page will open to “Instructions” tab. Click on “Signup” tab at top of page.
- 3) Scroll down and check boxes next to desired classes.
- 4) At bottom of page, click “Update” button (which is simply a Save button.)
- 5) You will be taken to top of page, where your course list will be displayed. If changes are needed, scroll down, make changes, and click “Update” again. If list is accurate:
- 6) Click “Submit” tab at top of page, which will bring you to a confirmation page. Course list again is displayed. If all looks good, click “Submit Course Registration” button.
- 7) You now will be on the “Done” tab, which will say “Congratulations!”
- 8) The “Done” screen will also list any “Pending” classes. These classes will be reviewed by the appropriate academic departments, and your placement in the class will be approved or denied the week of March 30th.
- 9) If course list change(s) are needed for any reason, at the bottom of the “Done” page is an “Unsubmit” button. when you click on this, you will return to the “Signup” tab, and you simply start the process again, until you reach the “Done” screen.