



**2025–2026
Registration Instructions
for Students**

Registration Process Overview

1. Make sure you are enrolled for next year! The admissions department sent out emails with an invitation to enroll/re-enroll. Deadline was January 31. Please do this ASAP!
2. Understand your SWCHS graduation requirements. **See Course Catalog.**
3. Explore the various course options. Please pay attention to the required prerequisites, approval requirements, when the classes are offered (semester or full year), and honors applications, etc.
4. **Registration will be during community time on March 10 (with your 6th hour class and teacher).** (Students wishing to register for any online (PSEO or DE) or Independent Study courses should register in the SCHOOL SITE for a full load of classes until all necessary forms are completed for these.)
5. Carefully read the dual enrollment information in this packet and follow all necessary instructions in order to be fully registered at SWCHS (in our school site) AND be accepted to and registered with UNWSP, Crown, or other PSEO program (college registration held in April).
6. Any follow up required for your courses? Make sure you fill out all the required forms. Check with your school counselor if you have questions.

Registration Preparation

SWCHS Graduation Requirements

Department	Minimum Required Credits
English	4
Bible	4
Social Studies	3.5
Mathematics	3 (4 recommended)
Science	3 (4 recommended)
World Language	2
Fine Arts	1
Personal Finance	.5
Physical Education	.5
Health	.5
Electives	5.0
Total Credits	27

Things to Know Before You Register:

- All students in **grades 9-11** must have a minimum of **7 classes each semester.**
- Students in **grade 12** should have a minimum of **6 classes each semester.**
- To review the courses you are considering, see the **Course Catalog**, on the SWCHS website on the **Curriculum** page.
 - Note the **PREREQUISITES** for each class, as you will NOT be admitted into any class for which you have not fulfilled the prerequisites.
 - Note when it is offered (semester or full year, which semester if noted) and any requirements for admission.
- After you have chosen your **PRIMARY ELECTIVE(s)** for each semester, choose TWO alternates for EACH primary elective you have selected.
- After registering for all core classes and electives, register for 1+ open hour(s) so that you have 8 classes for each semester. Do not register for an open hour if you are intending to take an online or Independent Study course. Instead, register for other electives until your counselor approves the online/IS course.
- Students may take up to 3 "Advanced level" courses (Honors, AP, PSOS/CIS, and PSEO)

Students desiring to take MORE than 3 Advanced Level courses must APPEAL and have it approved prior to the end of the school year. The appeals process involves completing an application (available in the school site) and obtaining parent permission. The academic committee will review the application and the counselors will follow up if the application is not approved.

Upcoming Juniors & Seniors

- If you want to be a teacher's assistant (TA), food service assistant, administrative assistant, or athletic director assistant, please discuss it with the respective faculty or staff member with whom you hope to work. If they approve, complete the application (found on the school site resources section) and submit that application to your school counselor. Please include the name of the approved faculty or staff member when you register for TA.
- If you are planning to be a TA options and you have not yet been approved, you should register in the school site for a FULL LOAD of courses. Once you are approved, you can drop the additional course and add the TA.

Dual Enrollment (PSOS/CIS or PSEO) / Online / IS

Any student desiring to take a PSOS/CIS, PSEO, online or IS (independent study) coursework must submit a form to his/her counselor, identifying the program and courses to be taken. These forms are available in the **Resources** area in our site or from the school counselors. For more information on dual credit coursework, see the **Dual Enrollment** page on our website.

Students that want to take courses **THAT ARE NOT OFFERED AT SWCHS** (e.g. a language other than Spanish) may apply to take an online course or possibly complete an Independent Study course.

Students wishing to take any of these courses should REGISTER in the school site for a FULL LOAD of classes until the form has been submitted and approved.

SWCHS Course Registration Requirements

Grade 9

- English 9 Foundations, English 9, or Honors English 9
- Old Testament Survey or Honors Old Testament Survey
- Geography (1 semester)
- Health (1 semester)
- Math (see flowchart pg. 10 in Course Catalog)
- Biology or Honors Biology (see flowchart pg. 12 in Course Catalog)
- World Language
- Elective Option #1 (Choose 2 alternative options)
- Elective Option #2 (Choose 2 alternative options)

Grade 10

- English 10 or Honors English 10
- New Testament Survey or Honors New Testament Survey
- World History or AP World History
- Math (see flowchart pg. 10 in Course Catalog)
- Science (see flowchart pg. 12 in Course Catalog)
- World Language (only register for 2 elective options if you continue with a world language)
- Elective Option #1 (Choose 2 alternative options)
- Elective Option #2 (Choose 2 alternative options)

Grade 11

- English 11, Honors English 11 or AP English 11
- Christian Doctrine & Spiritual Formation (regular or honors)
- Readings in the Christian Thought (regular or honors)
- U.S. History or AP U.S. History
- Math (see flowchart pg. 10 in Course Catalog)
- Science (see flowchart pg. 12 in Course Catalog)
- CIS Personal Finance (taken either junior or senior year)
- Elective Option #1 (Choose 2 alternative options)
- Elective Option #2 (Choose 2 alternative options)
- Elective Option #3 (Choose 2 alternative options)
- Elective Option #4 (Choose 2 alternative options)

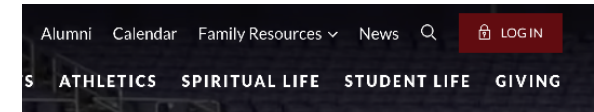
Grade 12

- English 12, or PSOS Intro to Lit & PSOS College Writing & Research or CIS Intro to Public Communication
 - Worldview & Culture, Honors Worldview & Culture, or PSOS Philosophy
 - U.S. Government & Politics or CIS American Government (1 semester)
 - Economics or PSOS Economics (1 semester)
 - CIS Personal Finance (taken either junior or senior year)
 - Math (recommended) (see flowchart pg. 10 in Course Catalog)
 - Elective Option #1 (Choose 2 alternative options)
 - Elective Option #2 (Choose 2 alternative options)
 - Elective Option #3 (Choose 2 alternative options)
 - Elective Option #4 (Choose 2 alternative options)
- (Register for 5-6 electives if you are not taking an additional senior open hour.)*

Register for Classes

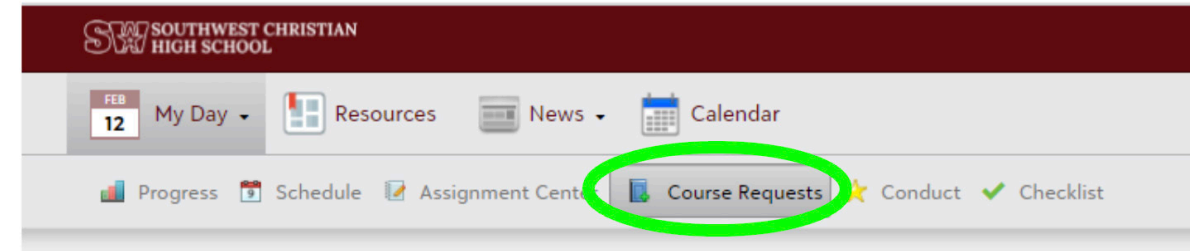
LOG IN

Log in to SWCHS school site.



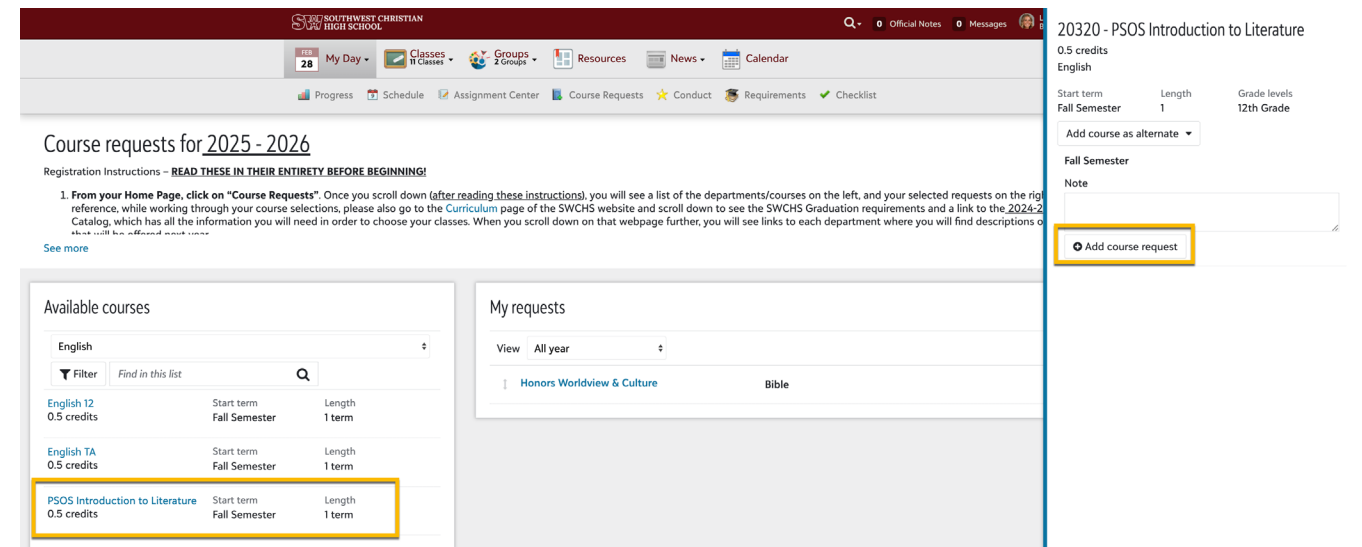
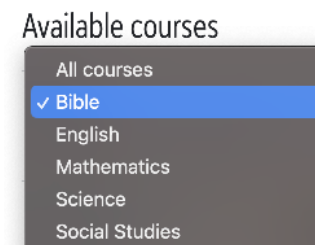
SELECTING COURSES

Click on Course Requests in the main menu & read instructions.



Click on the department menu under **Available Courses** to the left to expand the course options for that department.

- Click on the course you want to take
- Click "+ Add Course Request"



Choose 1 open hour and 7 courses with 2 elective alternates so you have 8 courses each semester. All course descriptions and details are in the **Course Catalog**, located on the SWCHS' Curriculum web page.

ALTERNATES

To choose your 2 alternates for each elective, click the course in the menu on the left, and click "Add Course as Alternate" on the right. Then choose the elective it would replace.

The screenshot shows the SWCHS course selection interface. On the left, under 'Available courses', 'Ceramics II' (0.5 credits, Fall Semester, 1 term) is highlighted. On the right, the 'My requests' section shows 'Ceramics II' selected. The 'Add course as alternate' dropdown menu is open, showing options: 'Honors Worldview & Culture - Fall Semester' and 'Advanced Guitar - Fall Semester'. The 'Add course request' button is also visible.

PRIORITIZE ALTERNATES

Click the course with alternates and scroll down to the priority section. Drag the arrows of the alternates in the order of priority. (Note: all alternates must be offered for the same semester as the elective they are chosen for). Example: Fall '25 Fall Semester

The screenshot shows the SWCHS course selection interface. In the 'My requests' section, 'Advanced Guitar' (0.5 credits, Fall Semester, 1 term) is selected. Below it, the 'Alternates' table is visible:

Priority	Course name	Start term
↑ 1	Ceramics II	Fall Semester
↓ 2	Una Voce	Fall Semester

The 'Add alternate' button is highlighted in the screenshot.

SAVE!

When you have finished selecting your classes, scroll down and hit SAVE on the bottom left side of your screen! If you have error messages (like the example below, please fix those before moving on). Once you have resolved your errors, your registration is complete. If you wish to make changes to your schedule, return to the SCHOOL SITE and log in to adjust your schedule. Self-registration closes on March 31 at 11:59 p.m. Schedule changes starting on April 2 must be done with your school counselor.

Save

⚠ Fall Semester requires a minimum of 6 requests and you only have 4 requests.

FINISH

Don't forget to finish the process by completing any required forms. Click "Resources" and "Course Registration Information" to get to this screen:

The screenshot shows the SWCHS 'Resources' page. On the left, there is a list of application forms: '4-year Course Planning Guide', '4+ Advanced Classes Application', 'TA Application', 'Poimea Application', 'Learning Lab Application', 'PSEO/DE/IS Enrollment Form', 'IS Enrollment Form - Course Details', and 'PE Waiver'. On the right, under 'Additional Instructions', there are several bullet points providing details about course requirements, applications, and enrollment rules.

The following courses require SWCHS applications which are available in the SWCHS site on the **Resources** page.

- AP English 11
- AP Art & Design
- Poimea Internship
- Learning Lab
- Some Honors courses (see instructor)
- All TA classes

The following courses require college applications:

- All PSOS (UNWSP) and CIS (Crown) courses
- All PSEO classes taught at any other MN institutions

See your counselor if you have any questions!

Registration Completion Checklist

If you have completed all of the following, you are done! Please be sure that you have:

- Chosen all of your core classes in the school site for both semesters
- Chosen the appropriate number of electives such that you have 8 courses/semester
- Chosen the appropriate alternates for your electives, checking to be sure they are for the correct semester and you have enough of them
- Plans to apply to UNWSP and/or Crown College (on their website) later this spring (information forthcoming) if you plan to take any PSOS/CIS or PSEO classes. You must also turn in your NOSR/MDE state form to your counselor.
- Plans to register for any PSOS/CIS or PSEO courses in the UNWSP and/or Crown College systems after you have been accepted by the respective institution.
- Turned in the appropriate form(s) if you plan to do any of the following:
 - Take any courses that require an application
 - Take an online or IS class
 - Be in Learning Lab
 - Be a TA