

February 3, 2012

Dear St. Rita Student and Parent:

Registration for returning students (current freshmen, sophomores and juniors) for 2012-2013 begins Monday, February 6, 2012. Registration will be completed online via your student's Edline account.

### **Timeline for 2012-2013 Registration**

February 6: Counselors visit freshman classes to share information and start the registration process.

February 7: Counselors visit sophomore classes to share information and start the registration process.

February 8: Counselors visit junior classes to share information and start the registration process.

February 9: Online registration opens at 7 a.m. on student Edline accounts.

February 15: REMINDER – Financial Aid applications to be received by F.A.C.T.S. You may apply through a link on our website or get information at our main office.

February 17: Parent-Teacher Conferences. Assistance will be available for parents to ask questions and use their student's account to register on an available bank of computers.

March 4: Online registration closes at 7 p.m.

**March 5: Registration fee due to Business Office. Registration is not considered complete until the \$400 registration fee is paid. After March 5, 2012 the registration fee will be \$500. Unpaid registration fees will result in a student not being scheduled and/or his schedule being withheld.**

### **Academic Counseling in the Registration Process**

As in past years, counselors will visit all students in classes to launch the registration process, discuss various course options and answer students' questions. They will also be available for consultation in person in their offices, or by appointment at the February 17 Parent-Teacher Conferences. Counselors will monitor students' course choices and may override choices or recommend alternatives based on the student's prior performance in a subject. The counselors will receive approvals for honors and AP courses from departmental teachers. If you have any questions about the process or about the courses your son can take next year, please feel free to contact his counselor at any time.

<b><u>Counselors:</u></b>	<b><u>Extension:</u></b>	<b><u>Email:</u></b>
Ms. Nicole Accomando	6681	<a href="mailto:naccomando@stritahs.com">naccomando@stritahs.com</a>
Mr. Wes Benak (Director)	6647	<a href="mailto:wbenak@stritahs.com">wbenak@stritahs.com</a>
Sr. Mary Alice Hoff, OP	6651	<a href="mailto:smahoff@stritahs.com">smahoff@stritahs.com</a>

*WE RECOMMEND THAT YOU PRINT OUT THESE INSTRUCTIONS TO USE AS A GUIDELINE IN THE REGISTRATION PROCESS.*

Mrs. Terry Landstrom	6639	<a href="mailto:tlandstrom@stritahs.com">tlandstrom@stritahs.com</a>
Mr. Tony Miranda	6654	<a href="mailto:amiranda@stritahs.com">amiranda@stritahs.com</a>
Mrs. Jill Nagel	6640	<a href="mailto:jnagel@stritahs.com">jnagel@stritahs.com</a>
Ms. Corinne Pedersen	6681	<a href="mailto:cpedersen@stritahs.com">cpedersen@stritahs.com</a>

### Minimum Requirements

Please remember that you must sign up for 7 academic credits. This means that you should have 7 classes each semester in a combination of year-long classes and/or semester classes. The following classes are required:

**All Sophomores will take:** English 2, Geometry, World History, Chemistry or Biology, Theology 2, Health (1 SEM)/Art or E-Music (1SEM), and Foreign Language 2 or, for Villanova students, PE and an extra semester of Geometry. *Honors or AP courses are available to those who qualify.* **You must take 7 courses per semester.**

**All Juniors will take:** English 3, Algebra II, U.S. History, a Science (Chemistry or another science), Theology 3, and 2-4 electives. If you did not take a foreign language as a Freshman, you are required to take it as a Junior. *Honors or AP courses are available to those who qualify.* **You must take 7 courses per semester.**

**All Seniors will take:** British Literature (1 SEM)/English elective (1 SEM), Government/Elective (must be Social Studies elective if you have not taken Geography), Theology 4, and 4-8 electives. *Honors or AP courses are available to those who qualify.* **You must take 7 courses per semester.**

### REMINDERS:

- 4 years of Theology and English, 3 sciences (Biology & Chemistry required), 3 maths, 3 Social Studies, 1 semester of Health and 2 years of the SAME FOREIGN LANGUAGE are required for graduation.
- You may choose 2 science courses in the same year only with permission from the Division Head.
- No more than 3 semesters of Physical Ed may be taken over 4 years.
- All students must pass 7 courses each semester (3.5 units per semester, 7 units total) each school year to be promoted to the next grade level.
- Band is an elective to be taken in addition to your 7 courses per semester.
- YOU MAY NOT REPEAT A SUBJECT THAT YOU HAVE ALREADY TAKEN.
- In order to participate in the graduation ceremony, a student must have met the retreat, service and academic requirements for graduation. Students who have multiple failures such that those failures cannot be completed in summer school, will not be allowed to participate in graduation exercises.

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## Sophomore Registration Worksheet

*Use this worksheet as a guide. The first table lays out your required and elective courses. The second table is left blank for you to fill in your choices.*

	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
<b>1.</b>	Theology 2	Theology 2
<b>2.</b>	English 2 or English 2H	English 2 or English 2H
<b>3.</b>	Geometry or Geometry H	Geometry or Geometry H
<b>4.</b>	World History or AP W Hist	World History or AP W Hist
<b>5.</b>	Health	Art or E-Music
<b>6.</b>	Science	Science
<b>7.</b>	Foreign Language or Geometry (Villanova)	Foreign Language or PE (Villanova)

	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
<b>1.</b>	Theology 2	Theology 2
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>	Health	
<b>6.</b>		
<b>7.</b>		

Class of 2015 Graduation Requirements:

8 semesters of Theology

8 semesters of English

6 semesters of Math

6 semesters of Science (must include Biology & Chemistry)

6 semesters of Social Studies (must include US History & American Government)

4 semesters of same Foreign Language

1 semester of Health

1 semester of Speech

1 semester of Technology

1 semester of Fine Arts

Additional electives to completely fill the student's schedule.

In addition, each student must pass a comprehensive examination based on the History and Constitution of the State of Illinois and of the United States in the Senior year.

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## Junior Registration Worksheet

*Use this worksheet as a guide. The first table lays out your required and elective courses. The second table is left blank for you to fill in your choices.*

	SEMESTER 1	SEMESTER 2
1.	Theology 3	Theology 3
2.	English 3 or AP English Language	English 3 or AP English Language
3.	US History or AP US Hist	US History or AP US Hist
4.	Algebra 2 or Alg 2/Trg H	Algebra 2 or Alg2/Trg H
5.	Science	Science
6.	Foreign Language or Elective	Foreign Language or Elective
7.	Elective	Elective

	SEMESTER 1	SEMESTER 2
1.	Theology 3	Theology 3
2.		
3.		
4.		
5.		
6.		
7.		

Class of 2014 Graduation Requirements:

- 8 semesters of Theology
- 8 semesters of English
- 6 semesters of Math
- 6 semesters of Science (must include Biology & Chemistry)
- 6 semesters of Social Studies (must include US History & American Government)
- 4 semesters of same Foreign Language
- 1 semester of Health 1 semester of Fine Arts
- 1 semester of Technology
- Additional electives to completely fill the student's schedule.

In addition, each student must pass a comprehensive examination based on the History and Constitution of the State of Illinois and of the United States in the Senior year.

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## Senior Registration Worksheet

*Use this worksheet as a guide. The first table lays out your required and elective courses. The second table is left blank for you to fill in your choices.*

	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
1.	Theology 4	Theology 4
2.	British Literature or AP English Literature	English Elective or AP English Literature
3.	AP GOV POL or Government	AP GOV POL, S.S. elective or alt. elect.
4.	Foreign Language or Elective	Foreign Language or Elective
5.	Elective	Elective
6.	Elective	Elective
7.	Elective	Elective

	<b>SEMESTER 1</b>	<b>SEMESTER 2</b>
1.	Theology 4	Theology 4
2.		
3.		
4.		
5.		
6.		
7.		

Class of 2013 Graduation Requirements:

- 8 semesters of Theology
- 8 semesters of English
- 6 semesters of Math
- 6 semesters of Science (must include Biology & Chemistry)
- 6 semesters of Social Studies (must include US History & American Government)
- 4 semesters of same Foreign Language
- 1 semester of Health
- Additional electives to completely fill the student's schedule.

In addition, each student must pass a comprehensive examination based on the History and Constitution of the State of Illinois and of the United States in the Senior year.

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# Online Course Request Instructions

Online course requests can be selected through Edline beginning February 9<sup>th</sup> at 7am. All course requests must be made before 7pm March 4<sup>th</sup>. The course requests are only available through the student Edline account. It is not available if you log on using the parent credentials.

## Adding Course Requests:

1. Go to the Course Request Page
  - a. From the Edline home page click on “My Content” on the left side of the page.
  - b. Select “Course Requests”
  
2. Find the course you would like to add.
  - a. All courses from the course catalog are listed on the left side of the page. The entry for each course in the list follows the format “Course Number – Course Name – [Credits]”.
  - b. Courses are listed under the appropriate department heading. Departments are listed alphabetically with the courses listed by course number.
  - c. Scroll through the courses until you find a course that you want to request.
  - d. To add a course, click on the course you want and click “Add Course Request.” That course will now be in the “Requested Courses” box on the right side of the web page. Repeat this step until you have a total of seven credits.
  - e. To drop a requested course, click on the course you want to drop in the “Requested Courses” box and click “Drop Course Request.”
  - f. When you have all the courses you want in the “Requested Courses” box and are ready to submit your requests, click the “Submit” button.
  - g. The registration fee is due in the business office by March 5<sup>th</sup>. Registration is not considered complete until the fee is paid. Unpaid registration fees will result in the student not being scheduled.

The screenshot displays the Edline website for Saint Rita of Cascia High School. The top navigation bar includes 'Home', 'My Content', and 'My Account'. The 'My Content' dropdown menu is open, showing 'Course Requests' as the selected option. Below this, the 'Course Requests' interface is shown, titled 'Course Requests for Joseph Mustang in St. Rita of Cascia High School'. It provides instructions: 'Select each course you want in the course catalog and then click the Add button.', 'To drop a requested course, select it in the Requested Courses list and then click the Drop button.', and 'When you are finished selecting all the desired courses, press the Submit button below to save them.' The interface is divided into two main sections: 'Full Course Catalog' and 'Requested Courses'. The 'Full Course Catalog' lists various courses under departments like ARTS and ENGLISH, with '315 ENGLISH 1(1.0)' selected. The 'Requested Courses' box is currently empty. At the bottom, there are 'Add Course Request' and 'Drop Course Request' buttons, a 'View Course Description' button, a search bar, and 'Submit' and 'Cancel' buttons.

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