

Dear Students and Parents:

It is time to begin selecting classes for the 2021-22 school year. We build our schedule of classes based on your course requests in LUMEN. It is crucial that you select the classes that are of the highest interest and priority for you. In addition to our in person 7 hour day courses, you have a few options related to online learning. Enrollment categories are listed below. Each category has an explanation of how to enroll/request courses for next school year.

**Registration for courses has four categories. Please follow the directions of the category that best describes you.**

- 1) Full-time in person student. In the Lumen student portal enter the course numbers for all 7 courses you wish to take at WHS in person. If some of your classes are semester classes you may be entering more than 7 course numbers. Be sure to include alternative course requests.
  
- 2) Enrolling as a part-time virtual and part-time in person students. In this category you will be taking part of your schedule in person and the remainder of your course selection online as a part-time virtual student. **IF YOU PLAN TO APPLY TO BE A PART-TIME VIRTUAL STUDENT YOU MUST COMPLETE THE APPLICATION FOR VIRTUAL STUDENT ON THE DISTRICT WEBSITE.** For enrollment purposes, through the LUMEN student portal you will enter A FEW COURSE CODES. Please use course code **PTELEARN**. **Then enter any other course numbers in your Lumen student portal for courses you wish to take in person on campus.** A counselor or administrator will call you and discuss your available online course options as a part-time virtual student and discuss which of those online courses you need to graduate. **Again, in the LUMEN student portal enter the course number PTELEARN to indicate you are applying to be part-time virtual student and enter the course numbers for the courses you wish to take in person.**
  
- 3) Completely enrolling as virtual student through e-learning. In this category you would be taking your entire schedule as a virtual student. You must apply to be considered for the virtual program. **IF YOU PLAN TO APPLY TO BE A FULL TIME VIRTUAL STUDENT YOU MUST COMPLETE THE APPLICATION FOR VIRTUAL STUDENT ON THE DISTRICT WEBSITE.** For enrollment purposes, through the LUMEN student portal you will enter 1 class. Please use course code **ELEARN**. **Do not enter any other course numbers in your Lumen student portal. A counselor or administrator will call you and discuss your available course options and discuss which courses you need to graduate. Again, in the LUMEN student portal enter only course number ELEARN to indicate you are applying to be full time virtual student.**
  
- 4) Attending WHS full time as an in person student and wishing to enroll in a class in addition to the 7 classes in your schedule. If you want to be considered for an online class to recover credit for a failed class or to take a class for credit advancement- please see you counselor for the application and selection of course. Through the Lumen student portal you will enter the course numbers for the 7 classes you wish to take in person at WHS.

We look forward to working with you in which ever capacity meets your learning needs.

Sincerely,

*WHS Administration and School Counselors*

## INSTRUCTIONS FOR SELECTING AND REQUESTING COURSES

*You are entering course requests, not making a schedule.*

As you plan for your school year, think about and plan on how you will maintain and balance your school work, extracurricular activities, friends, family and employment.

It takes discipline and perseverance.

Your Resources to support you in selecting your classes:

- **Personal Plan of Study** to help complete your course requests.
  - You may access a blank template in Naviance or your existing Personal Plan of Study (PPOS) in your Google Drive

- **Transcript** located in Lumen to make sure you are on track for graduation.
  - Go to the Help Desk in the library for help in obtaining your login

*Log in to Lumen → click on the icon just left of student name that looks like an ID Card → Scroll to Transcript Info → Click on Drop down icon → Click on Print Transcript → Click on View*

- **Course Description Book** to access your course options and descriptions.
  - Go to the WHS Homepage → Students → Course Description Book*

- **Course Request Worksheet** is the last page, use it to help make your plan.

- **Teacher/s** to talk about your course choices.
  - Honors and AP classes have higher expectations and greater workloads.
  - Obtain permission from your teacher to determine if Honors or AP courses are for you.

- **Counselor** – Schedule an appointment by using the QR Code or email your counselor directly.

Entering your course requests (Due March 11):

1. Login to your Lumen. Click on the ID logo in the top left
2. From My Information Summary, click on “Course Requests” at the bottom of the drop down menu
3. Now click “Add Course Requests” on the top right
4. From here, you will begin entering your course requests one-at-a-time.
  - For ALL COURSES, click “Required” and individually enter each course
  - Finally, click “Alternative Courses” and enter 2-3 alternative courses that you would be okay with taking if one of your other course requests doesn’t work
5. Once all required and alternate courses are entered, **click “Save Course Requests.”** on the top right

- Take electives that give you the opportunity to explore different careers and pathways. The more engaged and excited you are about your courses, the more you will enjoy them. Pick classes that fit your needs and/or interests.
- Choose alternate classes OR your counselor will do it for you.