

## ONLINE COURSE REGISTRATION INSTRUCTIONS

### Preparation:

1. Go to the Sisler High School website thru the Winnipeg School Division website and find the course book
  - [www.winnipegsd.ca/sisler](http://www.winnipegsd.ca/sisler)
  - Select School Registration Information
  - Select 2022-2023 Course Book
2. Review the graduation requirements on page 9 of the Course Information Booklet to ensure you are on-track with the correct number of credits and type of courses.
3. Fill out the appropriate chart below to help you plan your courses.
4. Remember that some courses have recommended marks that should to be met to have the best chance of success in the next level course. Write in the course code for the course you plan to take

For example: ENGC3S = Comprehensive Focus English Grade 11 or PCMR3S = Pre-Calculus Math Grade 11

5. **Select and record the 8 electives in order of preference on the chart below.**

English Language Diploma					
GRADE 9	GRADE 10		GRADE 11		GRADE 12
Language Arts	Language Arts		Language Arts		Language Arts
Math	Math		Math		Math
Physical Education	Physical Education		Physical Education		Physical Education
Science	Science	Geography	History		1.                      5.
Social Studies	1.	5.	1.	5.	2.                      6.
	2.	6.	2.	6.	3.                      7.
	3.	7.	3.	7.	4.                      8.
	4.	8.	4.	8.	

French Immersion Diploma					
GRADE 9	GRADE 10		GRADE 11		GRADE 12
Language Arts	Language Arts		Language Arts		Language Arts
Français	Français		Français		Français
Mathématiques	Math		Math		Math
Éducation Physique	Physical Education		Éducation Physique		Éducation Physique
Sciences Naturelles	Sciences Naturelles	Géographie	Histoire		1.                      5.
Sciences Humaines	IAPF2S	MAQF2S	APMF3S	MAQF3S	2.                      6.
	1.	4.	PCMF3S	3.	3.                      7.
	2.	5.	1.	4.	4.                      8.
	3.	6.	2.	5.	

Once you have completed the preparation stage you may proceed to the online application process:

In your browser go to the [www.winnipegssd.ca/sisler](http://www.winnipegssd.ca/sisler) website and under **School Registration Information** select **Online Registration**.

Log in with your network user name.

The password is your student number.

Please read the **Terms and Conditions** page. (These must be accepted in order to proceed.)

You will begin with the **Pre-Registration** tab

1. Select "Academic Year" (2022-2023) and "School" (Sisler).

2. If you are a regular **English program** student, leave the next two tabs **blank**

If you are a **French Immersion** student then indicate this under the **Program tab**

**DO NOT CHOOSE EAL CLASSROOM**

**\*If you are a student in the EAL program, please do not complete the online registration process right now. You will be doing it at a later date with Mr. Andruchuk to ensure you request the most appropriate courses.\***

3. Click on **Add Preregistration**.

Move to the next tab called **Course Requests**

1. Select **Preregistration School** (Sisler--grade) and **Graduation Diploma** (English, French Immersion, Technology Education)

- Students may view courses they have already taken and courses still required for graduation in the **Course History & Grad Requirements** tab.
- Course descriptions can be found by using the Course Book, found at by clicking the "Report" tab in the top right corner of the online registration page.
- If you do not see the course you want to take listed in the drop down box, it may be because you do not have the prerequisite course.

2. Begin selecting your compulsory courses (these are the non-elective courses that you need to graduate). Fill in each box and **click** the **Add Compulsory** button when done. Do not use the priority option for your compulsory subjects. If filled out correctly the courses you have selected will now be listed underneath the dropdown boxes.

3. The next step is optional courses. Using the **Course Code Description** drop down menu you can select a specific subject you are looking for. Select 8 elective courses and make sure each selection is listed with a **priority** number 1-8, even if you do not require that many. **After each optional course selection**, click on "**Add**" to save your request.

4. Once you have completed selecting 8 optional courses, review all of your choices keeping in mind grad course requirements and your course history.

Be sure your parent/guardian sees your selections.

When you are completely finished and your parent/guardian has reviewed your requests, please select **Finalize Preregistration**.

A reminder window will appear at the top of your screen warning you that **no changes can be made** after you select the finalize button.

1. To print your registration form click on **Report** at the top of the page
2. Select the first option: **Registration and Course Request Form - Sisler**
3. **Print:**
  - **back to back if possible**
  - if you do not have a printer at home you can use the one in the guidance office or in the library
4. Have your parent/guardian review the personal information.
  - **Please feel free to write on this page to update the information.**
  - If there is any change in custody or status within the home, please be sure to inform the guidance office and provide legal documentation.
5. Then, **have your parent/guardian sign:**
  - **Both pages of the registration application,**
  - Complete and **sign** the **Indigenous Identity Declaration** or the **Ancestral Identity** pages if applicable. Doing so opens doors to possible programing.
  - Complete and **sign** the **Informed Consent** the **Online Information Resources** and the **Additional Health Concerns** pages.
  - That is **7** possible **parent/guardian signatures** and **1 student signature** in total.
6. Hand everything in to Ms. Piscasio in the Guidance Office.

**Completed registrations need be handed  
into Guidance by March 17<sup>th</sup> 2022.**