

PRE – ENROLLMENT COURSE SELECTION

HIGH SCHOOL



Step by Step Enrollment From anywhere



This presentation will walk you through enrolling in your classes for next year step by step. A good idea to help in the selection of courses is to read our Course Guide.

- 1) In order for your to see options of classes for next school year go to www.hilldale.k12.ok.us
- 2) Go to the top of the website and click on the High School tab at the top of the page.
- 3) Next go down the list of options in under High School - click the Course Guide
- 4) There you will find a information on all classes offered. Read through the guide and make a list of all the classes you are interested in taking.

Step 1: Course Guide

The course guide includes a charts or required courses - OK Promise requirements - Connors and ITCT information. Use this information to assist you in choosing your courses. Below are two examples of what you can find with in the guide.



UNITS	COURSES
4	English (grammar, composition, literature; courses should include and integrated writing component)
3	Lab Science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability (must have completed geometry and Algebra II), calculus, AP statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of the same language) or Computer Technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do not qualify) 1 foreign language and 1 computer course will not meet this requirement.
1	Additional unit of subjects listed above
1	Fine Arts (music, art, drama) or Speech
17	TOTAL UNITS

MINIMUM GRADUATION CREDIT REQUIREMENTS FOR HILDALE HIGH SCHOOL

The College Preparatory Plan and Core Curriculum Plan are the standard component of the required course of study to graduate from Oklahoma Public Schools. All students will participate in the College Preparatory Plan unless the parent/guardian waives the student's right to participate.

SUBJECT	COLLEGE PREPARATORY PLAN	CORE CURRICULUM
English	4 Total Credits	4 Total Credits
Science	3 Total Credits Must include 1 credit in Biology And 2 credits in physical sciences to include: Physical Science, Chemistry, Physics, Anatomy/Physiology, Botany/Ecology, Zoology	3 Total Credits Must include 1 credit in Biology And 2 credits in physical sciences to include: Physical Science, Chemistry, Physics, Anatomy/Physiology, Botany/Ecology, Zoology
Math	3 Total Credits 1 credit of Algebra I; 1 credit of Geometry; 1 credit of Algebra II; Trigonometry All 3 credits must occur in high school	3 Total Credits 1 credit of Algebra I; 1 credit of Geometry; 1 credit of Algebra II All 3 credits must occur in high school
Social Studies	3 Total Credits 1 credit of World History/World Geography 1 credit of US History; .5 credit of Civics/Government, OK History	3 Total Credits 1 credit of World History/World Geography 1 credit of US History; .5 credit of Civics/Government, OK History
Fine Arts	1 Credit Art, band, choir, drama, music appreciation, World Arts/Culture, Bible Arts/Culture	1 Credit Art, band, choir, drama, music appreciation World Arts/Culture, Bible Arts/Culture
Foreign Language or Computer Science	2 Total Credits 2 years of the same language or Choose from the following Computer I, Graphic Design, or Digital Media	Recommended but NOT required for graduation
Total Credits	College Preparatory Plan College Preparatory Plan plus electives and 1 additional core class to earn at least 24 total credits All students are required to take a Personal Financial Literacy Course and CPR Training Students should choose an Individualized Career and Academic Pathway the plan of study will help the student to make solid course plans choices as they relate to their career choice.	Core Curriculum Plan Core Curriculum Plan plus electives to earn at least 24 total credits All students are required to take a Personal Financial Literacy Course and CPR Training Students should choose an Individualized Career and Academic Pathway the plan of study will help the student to make solid course plans choices as they relate to their career choice.

Step 2: List the courses you want

Get a paper and pencil to list the courses you need to take. These are the courses required for graduation. You need to choose seven courses plus three alternatives. Each course represents one school hour. There are a few exceptions and they are listed below.

The exceptions to choosing 7 courses are:

- 1) Enrolling in Career Tech - this counts as 4 hours
- 2) Enrolling in Senior Internship - this counts as 3 hours

If you enroll in either of these you need only the number of courses to equal 7 plus **three alternatives**.

One the next slide are links to courses and the course numbers.....

Tips:

All core courses are ranked as '0' this means if you list them they are required classes and you must be enrolled in them. These included all English, Math, Science, and History courses.

We have set a few other courses as required for the purpose of enrollment they include: Show Choir, Band, and Competitive Athletics These are courses with priority enrollment.

Any courses that need to be selected or have tryouts will already be added to your course request portal. This is to assist in your enrollment.

Freshman Course Choices

ENGLISH	ID	HISTORY***	ID	COMPUTER	ID
Eng I	4045	Oklahoma History (sem)	5615	Intro Computer	2552
Eng I Pre AP	4046	Government (sem)	5450	Digital Media	2910
MATH		FOREIGN LANGUAGE		COMPETITIVE ATHLETICS	
Algebra I	4411	Spanish I	3161	Varsity Football	3343
Geometry	4530	ELECTIVES		Varsity Softball	3341
SCIENCE		Current Events	5510	Varsity G Soccer	3346
Physical Science	5160	Native American Culture (sem)	2953	Varsity B Soccer	3347
Biology I	5031	Native American Study (sem)	2954	Varsity G Golf	3349
FINE ARTS		Yearbook***	4240	Varsity B Golf	3348
Band I	3001	Gen Business	2413	Varsity Baseball	3336
Jazz Band	3022	Health (sem)	3310	Varsity G Basketball	3340
Show Choir ***	3081	Nutrition (sem)	3311	Varsity B Basketball	3338
Choir (Vocal Music)	3071	FACS I	8415	Varsity Girls Track	3344
Music Apprication	3053			Varsity Boys Track	3345
Art I	2808				
Bible Arts/Culture	2955				
Drama I	4019				

Sophomore Course Choices

ENGLISH	ID	ELECTIVES	ID	HISTORY	ID
Eng II	4048	Current Events	5510	American History	5411
Eng II Pre AP	4049	Native American Culture (sem)	2953	AP American History	5410
MATH		Native American Study (sem)	2954	Geography	5530
Geometry	4530	Yearbook**	4240	FAMILY CONSUMER SCIENCE	
Algebra II	4412	Gen Business	2413	FACS I	8415
SCIENCE		Health (sem)	3310	Food/nutrition	8406
Biology I	5031	Nutrition (sem)	3311	Marriage & Family (sem)	3410
Chemistry I	5051	COMPETITIVE ATHLETICS		Parent & Child (sem)	8403
FINE ARTS		Varsity Football	3343	COMPUTER	
Band II	3002	Varsity Softball	3341	Intro Computer	2552
Jazz Band	3022	Varsity G Soccer	3346	Graphic Design	2556
Show Choir **	3081	Varsity B Soccer	3347	Digital Media	2910
Choir (Vocal Music)	3071	Varsity G Golf	3349	Intro to STEAM	2554
Music Apprication	3053	Varsity B Golf	3348	FOREIGN LANGUAGE	
Art I	2808	Varsity Baseball	3336	Spanish I	3161
Art II	2809	Varsity G Basketball	3340	Spanish II	3162
World Art/Culture	2954	Varsity B Basketball	3338		
Bible Arts/Culture	2955	Varsity Weight Lifting	3325		
Drama II	4020	Varsity Girls Track	3344		
		Varsity Boys Track	3345		

Junior Course Choices

ENGLISH		ID	SCIENCE		ID	COMPUTER		ID
Eng III		4051	Anatomy		5333	Intro Computer		2552
AP Language		4057	Chemistry I		5051	Graphic Design		2556
MATH			Forensic Science		5334	Digital Media		2910
Trig/ Cal		4750	AP Physics		5215	Intro to STEAM		2554
Stats/Prob		4704	Zoology		5240	FOREIGN LANGUAGE		
HISTORY			Botany (sem)		5040	Spanish I		3161
AP World History		5735	Ecology (sem)		5350	Spanish II		3162
AP American History		5410	ELECTIVES			COMPETITIVE ATHLETICS		
Geography		5530	Current Events		5510	Varsity Football		3343
World History		5731	Native American Culture (sem)		2953	Varsity Softball		3341
FINE ARTS			Native American Study (sem)		2954	Varsity G Soccer		3346
Band III		3003	Yearbook**		4240	Varsity B Soccer		3347
Jazz Band		3022	Gen Business		2413	Varsity G Golf		3349
Show Choir **		3081	Health (sem)		3310	Varsity B Golf		3348
Choir (Vocal Music)		3071	Nutrition (sem)		3311	Varsity Baseball		3336
Music Theory		3054	FAMILY CONSUMER SCIENCE			Varsity G Basketball		3340
Music Apprication		3053	FACS I		8415	Varsity B Basketball		3338
Art I		2808	Food/nutrition		8406	Varsity Girls Track		3344
Art II		2809	Marriage & Family (sem)		3410	Varsity Boys Track		3345
World Art/Culture		2954	Parent & Child (sem)		8403			
Bible Arts/Culture		2955						
Drama III		4021						

Senior Course Choices

ENGLISH	ID	SCIENCE	ID	COMPUTER	ID
Eng IV	4054	Anatomy	5333	Intro Computer	2552
AP Literature	4010	Chemistry I	5051	Graphic Design	2556
Comp I (Connors class)	4054	Forensic Science	5334	Digital Media	2910
MATH		AP Physics	5215	Inro to SEAM	2554
Trig/ Cal	4750	Zoology	5240	COMPETITIVE ATHLETICS	
Stats/Prob	4704	Botany (sem)	5040	Varsity Football	3343
Intermediate Algebra	4418	Ecology (sem)	5350	Varsity Softball	3341
HISTORY		FOREIGN LANGUAGE		Varsity G Soccer	3346
AP World History	5735	Spanish I	3161	Varsity B Soccer	3347
AP American History	5410	Spanish II	3162	Varsity G Golf	3349
Geography	5530	ELECTIVES		Varsity B Golf	3348
World History	5731	Current Events	5510	Varsity Baseball	3336
FINE ARTS		Native American Culture (sem)	2953	Varsity G Basketball	3340
Band IV	3004	Native American Study (sem)	2954	Varsity B Basketball	3338
Color Guard IV**		Yearbook**	4240	Varsity Girls Track	3344
Jazz Band	3022	Gen Business	2413	Varsity Boys Track	3345
Show Choir **	3081	Health (sem)	3310		
Choir (Vocal Music)	3071	Nutrition (sem)	3311		
Music Theory	3054	Senior Class *	2770		
Music Apprication	3053	Senior Internship **	2791		
Art I	2808	Work ***	7850		
Art II	2809	FACS I	8415		
World Art/Culture	2954	Food/nutrition	8406		
Bible Arts/Culture	2955	Marriage & Family (sem)	3410		
Drama IV	4022	Parent & Child (sem)	8403		

Things to remember:

****Helpful hint:** In the student portal you can click on the TRAINING video and fast forward to 5 minutes and 25 seconds and the video will walk you through course requests.)

- 1) These slides will walk you through the process but if you need support you may watch the training video or call the office.
- 2) Several courses are set as 0 level by the district. These classes can be taken as an elective but they are still priority enrollment.
- 3) You need to list all other courses the order you want to be considered for the courses. The computer tries to fit your # 1 course in first then #2 course and so on...
- 4) Counselors will check all enrollment by transcripts and be sure students are enrolled in the courses to meet their graduation plan.
- 5) Counselors will contact you if there is a question about your enrollment.
- 6) Don't forget this is for scheduling if a mistake is entered it can be corrected.

Step 4: Login to your student portal

Login to your student portal - GO to the hilldale homepage and on the right side is a gradebook link.

Enter your username and password

Training Video

If you do not have your username and password contact the office.

Click on the tab that says "course Request"

Student Portal
damccollough

Options Logout

Resources
[Training Video](#) | [MAS Announcements](#)

NOT AVAILABLE
Name: McCallough, Deborah
ID: 314247 State ID: 314247

Summary Announcements/Events Reports **Course Requests**

Selected Courses [Add Courses](#) [Delete](#)

ID	Description	Required	Priority
No data to display.			

Step 5: Adding classes

Your counselor will have entered courses that all students must take or are required. These class can be changed example: All students are enrolled in English if your wish to take Honors English simply delete the English choice and add the Honors option.

Any courses seen here counselor enrolled you.

The [add](#) and [delete](#) buttons are located on the right side of the course request box. To add simply click on the [add course](#) button and you will be taken to the screen where you add the courses.

To delete click on the course you wish to delete to highlight it and then click delete. You will be asked if you are sure click yes and the course will be deleted.

The screenshot shows the Student Portal interface for user 'damccollough'. The 'Course Requests' tab is selected and highlighted with a red box. Below the navigation bar, there is a 'Selected Courses' table with columns for ID, Description, Required, and Priority. The table is currently empty, displaying 'No data to display'. On the right side of the table, there are two buttons: 'Add Course' and 'Delete', both highlighted with red boxes. A red arrow points to the 'Add Course' button, and another red arrow points to the 'Delete' button.

Step 6: Adding classes

Your counselor will have entered courses that all students must take or classes that require pre-approval or tryouts. These class can be changed example: All students are enrolled in English if your wish to take an AP English simply delete the English choice and add the AP option.

The [add](#) and [delete](#) buttons are located on the right side of the course request box. To add simply click on the add course button and you will be taken to the screen to add your courses.

To delete click on the course you wish to delete to highlight it and then click delete. You will be asked if you are sure click yes and the course will be deleted.

The screenshot shows the 'Student Portal' interface for user 'damccollough'. The 'Course Requests' tab is active. Below the navigation tabs, there is a table titled 'Selected Courses' with columns for ID, Description, Required, and Priority. The table is currently empty, displaying 'No data to display'. On the right side of the table, there are two links: 'Add Courses' and 'Delete'. An arrow points to the 'Delete' link.

Step 7: Adding your courses

After you click “add courses” you will be taken to a page with all the courses listed. You can type the course Id number in the box at the top of the ID column and hit enter and the course will then be shown in the list. If it does not have a number 0 you will know this is a priority enroll class and you just click add. If there is a course with a 0 in the box you click the arrow up to show the priority of this class. The click add. To check which classes you have added click [back](#).

Training Video | MAS Announcements

Name
Mccollough, Deborah
ID **State ID**
314247 1003116355

Summary

Announcements/Events

Reports

Course Requests

Available Courses

Add	Priority	ID	Description	State Pr ID	Required	Grade Req
Add	0	011	NATIVE AMERICAN HISTORY	5780	<input checked="" type="checkbox"/>	H
Add	0	2401	ACCOUNTING I	2401	<input type="checkbox"/>	EL
Add	0	2406	BUSINESS LAW	2406	<input type="checkbox"/>	EL
Add	0	2409	BUS MGMT	2409	<input type="checkbox"/>	EL
Add	0	2410	CAREER EXPL	2410	<input type="checkbox"/>	EL
Add	0	2413	GENERAL BUS.	2413	<input type="checkbox"/>	EL
Add	0	2419	OFFICE AID I/NC	2419	<input type="checkbox"/>	EL
Add	0	2511	ADV PRDG OFFICE	2511	<input type="checkbox"/>	CS
Add	0	2551	COMP APP	2551	<input type="checkbox"/>	CS
Add	0	2552	COMP APP II	2552	<input type="checkbox"/>	CS
Add	0	2553	COMPUTER III / ROBOTICS	2532	<input type="checkbox"/>	EL
Add	0	2556	WEB DESIGN	2556	<input type="checkbox"/>	CS
Add	0	2556A	GRAPHIC WEB	2556	<input checked="" type="checkbox"/>	CS

Click to add course choice

To show the order of priority

Required courses no number

2 ways to find the courses you want:

1) You may find your courses by using the scroll bar on the right of the screen.

1) Type the course id number in the blank box under ID and then click enter or the little DOT symbol. To move to the next course choice type in the next number and click the DOT again. To get back the list of courses erase the course number you typed in and click the DOT again.

After entering your courses and clicking the [back](#) link on the screen with the courses listed. You will be returned to the screen with the [add course](#) and [delete](#) links. You will see the courses you choose add to the ones entered by your counselor. The order will be listed under the priority column. If you entered a wrong course or you are in 7th or 8th grade and you added an honors class you may delete the course that was not honors or the class you entered by mistake. Then go back to the add course and enter the correct class.

Resources

[Training Video](#) | [MAS Announcements](#)

 **Name**
Mccollough, Deborah

ID **State ID**
314247 1003116355

Summary Announcements/Events Reports **Course Requests**

Selected Courses [Add Courses](#) [Delete](#)

ID	Description	Required	Priority
2409	BUS MGMT	<input type="checkbox"/>	3
2551	COMP APP	<input type="checkbox"/>	2
2750	COMMUNICATIONS/TRANSITION	<input type="checkbox"/>	1
4051	ENGLISH III	<input checked="" type="checkbox"/>	0
4412	ALGEBRA II	<input checked="" type="checkbox"/>	0
5120	ENVIR SCI HONORS	<input checked="" type="checkbox"/>	0

Step 8: Check your courses

Any questions or if you need help you may call the High School office and they will get you in touch with a principal or counselor to assist you in enrollment.

If you can not access your portal due to lack of internet or our device will not allow you to access portal - call the office.

918-683-3253

