

# Pre-Registration Directions for School Year 2017-2018

Please follow these “step-by-step” directions to complete your Course Pre-Registration for the 2017-2018 school year at Centennial High School:

1. Log into your student portal and open StudentVUE from the menu bar at the top
2. “Click to Enter”



3. Click I am a student and enter your log in information:

Student User Name: \_\_\_\_\_

Student Password: \_\_\_\_\_

4. Choose the tab from the left side called “COURSE REQUEST”
5. You now are going to enter your classes you listed on your ECAP/Registration form. Keep in mind the classes you are already scheduled to take this coming semester.  
You will see the following:

**Selected Course Requests**

Click here to change course requests

Choose click here to change course requests. The following will appear:

Department	Course Title	Course ID	Elective	Coll Prep
<input type="text"/>				

There is no need to complete any boxes except for COURSE ID. Type in the Course ID and then click .

6. Scroll down and find the class you are looking for and click request.

1	<input type="radio"/> None <input checked="" type="radio"/> Request <input type="radio"/> Alternate	Performing Arts	<input checked="" type="radio"/> Theatre Arts I	14300	1.000

7. Then click [Click here to move selected requests to Selected Course Requests](#)

8. The course added should have moved up to the selected course request area. Repeat steps 5, 6, and 7 to add your remaining core and elective classes.

9. Repeat process for your 3 alternates although select ALTERNATE:

1	<input type="radio"/> None <input type="radio"/> Request <input checked="" type="radio"/> <b>Alternate</b>	Performing Arts	▶ Theatre Arts I	14300		1.000

10. You should now see your eight courses along with three alternates.

Selected Course Requests							
Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	Business	▶ Computer Programming & Tech	21100	Yes		1.000	
2	Language Arts	▶ English I	10100Y			1.000	
3	Math	▶ Algebra I	11120			1.000	
4	Math	▶ Geometry	11200			1.000	
5	Misc	▶ Leadership Seminar	18200Y	Yes		1.000	
6	Misc	▶ Lunch - Sem 1	1970001	Yes		0.000	
7	Misc	▶ Lunch - Sem 2	1970002	Yes		0.000	
8	PE	▶ Personal Fitness B	17100			1.000	
9	Science	▶ Integrated Science	12100			1.000	
10	Visual Arts	▶ Art I	15100	Yes		1.000	
						8.000	
Alternate Elective Requests ( <i>in preference order</i> ) - Select at least 2 alternates							
Ln	Department	Course Title	Course ID	Elective	College Prep	Credit	Comment
1	Performing Arts	▶ Theatre Arts I	14300	Yes		1.000	
2	Language Arts	▶ Creative Writing	10500	Yes		0.500	
3	Industrial Tech	▶ Building Trades I	25200	Yes		1.000	

Congratulations! You have selected your courses for the 2017-2018 school year, please make sure to review your course selections with your parents/guardians.