

# Quick Tips for Enrollment

Go to <http://chs.meridianschools.org> and click on “register here” icon.

User ID: is your student ID

- example: 200107777

Password: is your birthday

- example: 09/06/1995

Once logged at the top of the page students will see the following options:

- Historical Grades
- Requests
- Class finder
- **Set Email -- Click on this option and enter your email. This will allow you to be notified if a schedule change has been made in the future.**

Select the Requests Option to get this page

**Student Requests: Funderburg, Kierra (Grade 11)**  
All students must request 16 credits PLUS 6 alternate credits. NUMBER OF CREDITS INCORRECTLY REQUESTED WILL BE MODIFIED BY YOUR COUNSELOR.  
Please print a copy of your requests when you have completed the process. Attach it to your Enrollment Sheet and turn it into your 2B teacher by Wednesday, February 15th.  
\*Graduation requirements may have inaccuracies due to classes you may have taken in summer school, night school, on-line courses, or transfer grades from schools outside the district.

Requests		Summary		Graduation Requirements*		
Step: 1 Special Add Special		Full Schedule Hours: 16.00		9th Grade		
Total Special Hours	.00	Total Hours Requested: 0.00	[Red Bar]	Language Arts	Complete	
Step: 2 Core Add Core		Total Requested Hours		16.00	Math	Complete
Total Core Hours	.00	Total Requested Hours		0.00	Science	Complete
Step: 3 Electives Complete Core Requirements		Total Requested Hours		0.00	Global Perspective	Complete
Total Electives Hours	.00			10th Grade		
Step: 4 Alternates Add Alternates				Language Arts	Complete	
Total Alternates Hours	.00			Math	Complete	
				Science	Complete	
				US History	Complete	
				11th Grade		
				Language Arts	Scheduled	
				Math	Scheduled	
				Science	Complete	
				US History	Scheduled	
				Speech	Complete	
				Health	Scheduled	
				12th Grade		
				Language Arts	2.00 needed	
				Math	2.00 needed	
				Economics	1.00 needed	
				American Government	2.00 needed	
				Physical Education	1.00 needed	
				Humanities	Complete	
				Electives	1.00 needed	
				Required	56.00	

- **Step 1: Special Add Special**
  - Students who want to **TRAVEL** to a class off-site
  - Students who want to take a Release, i.e. Religious Release, Late Start, or Early Release
- **Step 2: Core Add Core**
  - Students select the appropriate classes
  - Students must have the Core completed in order to be able to select Electives
  - *Helpful Hints*
    - Class you are eligible or have met the pre-requisites are only shown

- Unavailable Classes – hover the mouse over it and it will tell you why a class is not listed
- If you do have questions about why you cannot take a class, see the Course Description book on line at [centennialpatriots.org](http://centennialpatriots.org) to see what the pre-requisites are
- If you do have questions about a class, see the Course Description book on line at [centennialpatriots.org](http://centennialpatriots.org) to see what the course is about
- If you want to take a PE class more than once in your schedule you will need to select it (i.e. Adv Fit) and submit then go back to the core and re-select Adv Fit. Adv Fitness will now be listed twice in your courses requests and means you will have it twice in your schedule.
- If you have completed the graduation requirement (i.e. Speech) you do not have to select it again.
- If you make a mistake, click on remove and it will delete the class
- **Step 3: Electives**
  - Electives are listed by Topic
    - Media Technologies – Graphic Communications, Broadcasting, Digital Photo, etc.
    - Business, Marketing, and Office Technologies – Bus Computer Apps, Accounting, Econ for Marketing, etc.
    - Language Arts Electives – Creative Writing and Adv Creative Writing
  - *Helpful Hints*
    - If you make a mistake, click on remove and it will delete the class
    - Unavailable Classes – hover the mouse over it and it will tell you why a class is not listed
    - If you do have questions about why you cannot take a class, see the Course Description book on line at [centennialpatriots.org](http://centennialpatriots.org) to see what the pre-requisites are
    - If you do have questions about a class, see the Course Description book on line at [centennialpatriots.org](http://centennialpatriots.org) to see what the course is about
    - If there is a class you want to take and it is not listed, you will need to email your counselor to find out why and it may be added
- **Step 4: Alternates**
  - Alternate Electives are listed by Topic
    - Media Technologies – Graphic Communications, Broadcasting, Digital Photo, etc.
    - Business, Marketing, and Office Technologies – Bus Computer Apps, Accounting, Econ for Marketing, etc.
    - Language Arts Electives – Creative Writing and Adv Creative Writing
  - Select 4 semester Electives
  - Select 1 full year course (i.e. Chemistry A, Spanish A, Concert Choir A etc.)
    - It will put the full year in your selections
- **Step 5: Print your requests** by clicking on the Print button under the requests and attach it to your registration form and turn it in on your registration lab day the week of Feb. 21-24.

#### General Hints:

- As you select classes, the red bar will turn green. To have requested 16 credits it will be all green.
- Any word that is blue is either a link or will allow you to do something
- The Graduation Requirements will update as you request your course
- You can see what your Historical Grades are by selecting that option. It is what appears on your transcript
- If you need to get out of a selection just click on Requests to get you back to the screen.
- The program will log you off after 20 minutes.