

Memorandum

To: FAU High School students and parents/guardians
From: Debra Reichenbach, School Counselor
Date: 3/17/2009
Re: **New Registration Process**

The current FAU HS registration process will change beginning with the Summer 2009/Fall 2009 Registration. The advance registration date for FAU HS is **April 8, 2009** (12:01am).

REGISTRATION PROCEDURE:

1. Each student in grades 10-12 downloads the FAU HS Registration Form from <http://www.fauhigh.fau.edu/CourseRegistrationRequestForm.pdf> (Under “forms” on the FAU High School Guidance page).
2. The student then schedules a time to meet with the counselor (Ms. Reichenbach) to construct the schedule (including choosing alternate course selections) and complete the Registration Form. Student may also meet with counselor during posted office hours.
3. The student then secures required signatures on the completed Registration Form (counselor, parent/guardian, and student) and submits the form to the counselor (Ms. Reichenbach).
4. Once the completed Registration Form with signatures has been submitted to the counselor, the student is approved to add/drop courses online via “MyFAU” /”OWLS” during the registration period.
5. After the student has made course selections online and constructed the schedule, the student must perform a “screen shot” and send the completed schedule electronically to the counselor (reichenb@fau.edu). Students must register for a minimum of 12 semester hours and a maximum of 18 each semester.
6. If ANY changes are made to the schedule, the student must provide the counselor with a copy of the changes made and the current schedule. Any changes must coincide with student’s preapproved courses as filed previously with the counselor.
7. If changes need to be made that are not on the list of preapproved courses, the student must follow the directions above and meet again with the counselor and secure required signatures on the modified Registration Form.
8. This is an **Honor System**. Any student who does not follow the proper procedures listed above will lose his/her privilege of online registration and will be required to submit the approved drop/add form to the FAU Registrar’s Office in-person.
9. Please be aware of any required pre-requisites/co-requisites, or any courses that require special permission.
10. Certain courses require the math placement test ALEKS. More information can be found at www.fau.edu/mathplacement. A link to ALEKS is available after logging in to “MyFAU”.