LELAND: Web Based Course Selection - 9th grade

1. To access the Web Based Course Selection, visit the Leland website at http://www.sjusd.org/leland/ and look for “STUDENT ONLINE CLASS REGISTRATION.” You will be asked to enter your Student ID number and PIN code, then click “Sign In.”

   **User Name:** Student ID Number ______________ Use your 5-digit Student ID number for your user name. Example: if your number is 12345 you would type in 12345.

   **Student PIN Code** ______________ Your PIN is your first and last initial (in lower case) plus your birthdate in MMDDYY format. For example, if your name is Jane Doe and your birthday is Jan. 23, 1999 you enter: jd012399.

2. Look at the column on the left and find and click on:

   - Required Courses
   - Requested Courses
   - Alternate Courses

3. The following will appear to the right of the list. Click on Course Search.

   - Search By:
     - Course Name
     - Course Number

4. The following will appear in the window. Type in the Course Number as it appears on your Course Selection Sheet and click “Go” (do NOT use the course name).

   - Search By:
     - Course Name
     - Course Number
   - Leave blank!

5. To the right of the Search By area, the following will appear and you click on the class:

   - Select a course to view
   - Course Name
   - Course Number
   - Click here.
6. At the bottom of the screen a description appears. Below the description click on “Request this Course.”

7. The course will now appear under Requested Courses:

   Required Courses
   
   Requested Courses
   002052 ENGLISH 1

   Alternate Courses

8. Repeat steps 2 thru 6 for each class. Additionally, select one (or more) alternate course(s) for Science and Visual Arts.

   Scheduling Units: 1

   Request this Course   Request as an Alternate

9. Below is an example of a completed Course Selection:

   Required Courses

   Requested Courses
   002052 ENGLISH 1
   004050 ALGEBRA 1
   006086 WRLD HIST/CU1
   005540 BIOLOGY 1
   005042 PE COURSE 1
   000330 DRAW/PNT/DES1

   Alternate Courses
   005588 CNCPTL PHYS1
   000263 SCUPTURE

10. You **cannot select 8 classes** (periods O thru 7). If you do, one of your choices will be dropped (except for after school Athletics).

11. You must take at least 6 courses (7 if you wish to take a 7-period day), and at please enter at least 1 Alternate course in Science and Visual Art.

   You may re-log in and make changes to your course selections thru May 1st. Just select the course you wish to change/delete under “Requested Courses” and hit “Drop This Request.”

12. **Freshmen: you must return 1 copy of your pink Course Selection Form as you exit tonight.**
   (Bret Harte Special Ed: We will pick up your pink forms from your Case Manager.)