



Niwt High School

Registration / ICAP Instructions 2018-2019

ST. VRAIN VALLEY SCHOOLS
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- ❑ **Complete your Course Registration Form based on next year's grade level.**
- ❑ **Input your Course Requests within your Infinite Campus account. Follow these steps:**
 - Log in to Infinite Campus.
 - Click on "Course Registration: 18-19".
 - Your recommended math course will appear under "Required Courses"
 - Click on "Course Search" tab and search by typing the course name or number.
 - Click on the course and then click "Request this Course".
 - Repeat the above steps until you have 16/16 "Requested Courses".
 - To drop a course, click on the course name under your "Requested Courses" list. A box will appear that asks if you'd like to drop the request. Click on this box to drop the course.
 - Once you have 16/16 Requested Courses, you can add "Alternates". To add "Alternates", follow the same steps and click "Request as an Alternate".
 - You may not log out using the blue "Sign Out" tab - your requests are automatically saved.

❑ **Complete your grade-level ICAP survey in Naviance.**

All SVVSD students are **required** to complete an ICAP – Individual Career and Academic Plan. The Niwt HS ICAP has several components, all of which must be completed during the registration process. Course requests will not be finalized until your ICAP is complete. See your counselor if you have questions or need assistance logging in to your Naviance account.

- Log in to your Naviance account using your original Infinite Campus login at: <https://connection.naviance.com/family-connection/auth/login/?hsid=niwt>. See your counselor if you cannot login to your Naviance account. The following tasks on Naviance are REQUIRED to complete your ICAP for the 2018-2019 school year.
- Click on the "about me" tab and select and complete your grade-level "SVVSD ICAP Survey" (this can be found on the left-hand side of the screen).
- After you have completed the survey, you will need a parent to sign off on the survey electronically.
- See reverse side for suggested grade-level ICAP opportunities in Naviance.

❑ **Complete a Math Override Form if necessary**

- Talk to your math teacher and counselor if you have a question about your recommended math course.

❑ **Complete IB DP Commitment Form if applicable**

- Current 10th grade students committing to the full IB Diploma Programme

❑ **Complete IB Course Commitment Form if applicable**

- Any junior or senior who plans to take individual IB courses

❑ **Complete AP Course Commitment Form if applicable**

- Any student who plans to take individual IB courses

❑ **Review and sign off on your course requests when counselors return with your course request summary forms. Submit all additional forms at this time.**



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Suggested Grade-Level Naviance Activities to prepare for Post-Secondary Success

9th Grade Tasks:

- Complete StrengthsExplorer
- Add career clusters to my list
- Academic Goal
- Personal Goal
- Add careers to my list
- Complete Do What You Are® 2.0

10th Grade Tasks:

- Complete Career Interest Profiler
- Complete college search
- Add colleges to my list
- Add careers to my list
- Academic Goal
- Personal Goal
- Post-Secondary Goal
- Scholarship search

11th Grade Tasks:

- Complete Game Plan survey
- Academic Goal
- Personal Goal
- Take SAT
- Scholarship search
- Add colleges to my list
- Complete SuperMatch™ college search
- Post-Secondary Goal

12th Grade Tasks:

- Complete Graduation survey *(built-in survey)
 - Academic Goal
 - Personal Goal
 - Post-Secondary Goal
 - Scholarship search
 - Add colleges to my list
 - Complete SuperMatch™ college search
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