



## Frequently Asked Questions Registration 2025-2026

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### **When are the registration forms due?**

Class of 2026 - February 12

Class of 2027 - March 14

Class of 2028 - April 16

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### **Where do I find my course recommendations?**

A box is posted on the right-hand side of the screen below the selected request box that lists all recommended courses. The listed teacher has recommended these courses based on a student's prior performance.

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### **Where can I find the Graduation requirements?**

Graduation requirements are listed in the Curriculum Guide posted on the Resources page under the Course Registration button.

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### **How do I make an appointment with my School Counselor?**

Junior scheduling appointments have been scheduled. Times have been emailed to students. Sophomores and freshmen should make appointments with their School Counselors using Calendly.

School Counselors Calendly links can be found in the Registration tab on Blackbaud or at the bottom of their email signature.

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**How do I make an appointment with my College Counselor?**

Students should make appointments with their counselors using Calendly.

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**How do I find out who is my School Counselor or College Counselor?**

School Counselor and College Counselor's names are listed on a student's Contact Card in the top banner or on the side panel listing in Blackbaud.

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**How do I check my transcript to see what courses I have already taken?**

In Blackbaud, on the Progress Tab, in the Performance box, you will find an unofficial transcript under the listing transcript.

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**What is the difference between an Honors and a College Prep diploma?**

An honors diploma requires 25.5 credits. A college prep diploma requires 24 credits. Additional information about grades and honors and AP course requirements for an honors diploma can be found in the Curriculum Guide.

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**When will I get my schedule?**

Schedules will be posted in Blackbaud in mid-July.

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**Will there be an opportunity for course adjustments?**

Yes, students will have the opportunity to request minor adjustments in July. Many courses will probably be filled or unavailable once the schedule is created.

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**Will I be scheduled for a course that I did not request?**

You will only be scheduled for a course you did not request if required for graduation.

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**Once my courses are requested, can I change these listings?**

No, once a student's School Counselor verifies a course request, only the School Counselor can change a request. Once the registration window closes, all requests for changes in course requests must be approved by the Assistant Prefect of Studies.

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### **Who has preference in registration?**

Seniors have preference for all course registration. Their requests will be considered first because it is their last year at Saint Ignatius.

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### **Where do I find a copy of my registration requests?**

Students and parents will receive an email with a copy of the information entered in Blackbaud. This includes all course requests, including second and third choices.

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### **Should I take a screenshot of my choices?**

It is not necessary, but students may do this.

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### **How can parents view their students' available courses?**

Parents can log in to Blackbaud, go to their student's My Day tab, and click course requests. Available courses are listed in a box on the left. Clicking the carrot next to each subject will allow a parent to see a complete list of available courses. Parents can view but not select from the available course list.

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### **Can I request a specific teacher?**

Students and parents may not request a particular teacher. A student may, however, request not to have a teacher that he/she has had in a previous course in the same department. This request is discussed once schedules are posted.

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### **How do I request a course that I have not been approved for?**

Students must complete the Google Request form posted on the Resources Registration page in Blackbaud. School Counselors, College Counselors, Department Chair, and the Assistant Prefect of Studies will review the request

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### **What is the deadline for the Google Request form?**

The Google Request form is due according to the following schedule:

Class of 2026 - February 12  
Class of 2027 - March 12  
Class of 2028 - April 14

### **What are the requirements for Advanced Placement (AP) courses, and How many AP classes can I take?**

Information about Advanced Placement courses can be found in the Curriculum Guide.

Please remember that Advanced Placement courses are college level courses that require a substantial amount of work. The pacing in these courses is faster than in a high school level course.

For specific information about subject area courses, please see the Department Chair for the subject or check the course descriptions online at [collegeboard.org](http://collegeboard.org).

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### **How do I register for an AVLI class? What are they?**

Class information can be found in the Arrupe Virtual Learning Institute catalog posted in Resources in Blackbaud and the Curriculum Guide.

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### **Is there a listing indicating which teacher will be teaching a course?**

No, we have not assigned teachers to courses at this time.

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### **A course I want to take is not in my Available courses list. What should I do now?**

You should check the Curriculum Guide for prerequisite grades/information. If you would like to submit a request, please complete the Google Request Form. The link for this form is posted on a student's Blackbaud/Resources/Course Registration tile.

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### **How do I sign up for honors courses where College Prep and Honors levels meet in the same period?**

In the fall, during the first few weeks of school, students will have the opportunity to decide if they would like to take a course for honors credit once they hear the required honors project criteria. The courses available to all students for honors credit are listed in the Curriculum Guide (posted on the Resource tab, Course Registration button).

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### **I plan to take a summer school math course, which would allow me to take a different class than the ones available in Blackbaud. Which class do I request?**

Please request the current course that is listed. We will not assume that you will take the summer school course. If you take the course, we will record the credit for the class and update your course request for math.

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**How do I apply for the Total Wellness 2 waiver?**

Students should discuss a PE 2 exemption/waiver with their School Counselor.

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**Do I register for a gym class if I plan to apply for the waiver?**

This should be discussed with a student's School Counselor.