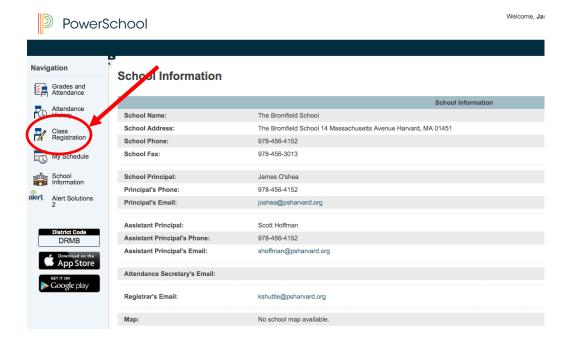
How to Register For Classes

 Once you log in to Power School, click <u>Class Registration</u>

*If you do not know your log-in information, please contact your Guidance Counselor or Mr. Hoffman



Class Registration Screen

- You are now in the Class Registration System.
- Please read the information listed regarding balance and the course selection process.
- For information on each class please visit the Program of Studies.
- To pick your classes for next year, please scroll down!



Selecting appropriate courses involves a careful review of personal interests, strengths, aspirations, academic development and an understanding of post-secondary options. When planning your course of study, please be mindful of course levels, course prerequisities and most importantly graduation requirements. Students should solicit input from their current teacher, department leader, counselor and parents when making choices. Students should carefully consider the time demands of each course in conjunction with the demands of extracurricular activities and commitments, and then make prudent choices. Over-scheduling, or stretching yourself too thin, puts your ability to have a positive and successful year at risk. The courses you choose can greatly support this balance or it can tilt it off-balance. Student health and well-being is important to us and we recommend that students strive for balance in their lives. Therefore, appropriate course selection and placement decisions ensure a successful high school experience and avoid disruption to a student's schedule during the school year. Please take the recommendations made by teachers seriously. They are familiar with each student's interests, abilities and work habits, as well as the content and expectations of the curriculum. Students who are considering multiple Advanced Placement and/or Honors classes should note the rigorous expectations and demands of these courses.

<u>Course Selection Process</u>
-Teachers make individual course eligibility determinations

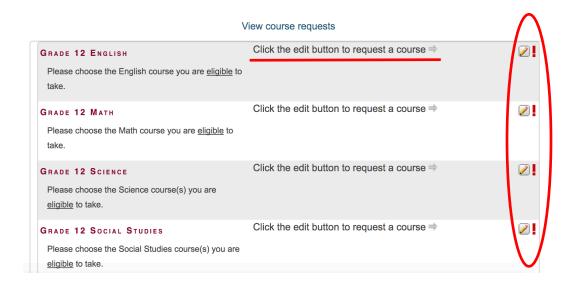
alert Alert Solutions

- -Teachers inform student and parents which course the student is eligible for
- -Grade level meeting are held with Department Leaders to discuss course offerings
- -Students discuss options with their parents and select their courses in PowerSchool
- -Counselors meet with students individually to review course selections/recommendations and to discuss future plans
- -Parents receive a Course Verification Sheet to sign and return to school
- -A schedule of courses is developed
- -Students are given a tentative schedule

View course requests

Class Registration Screen

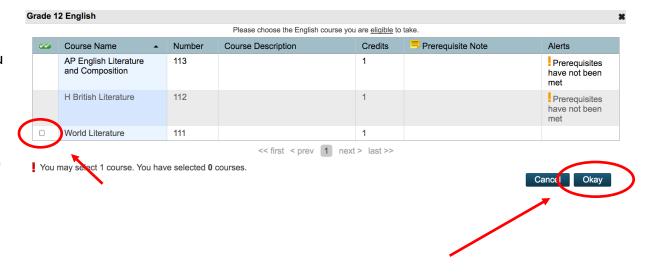
- Follow the prompts by choosing the course you are eligible for in each subject.
- Click the edit button (the pencil) to open up the pop-up window to select your course.



Course Selection for Each Subject

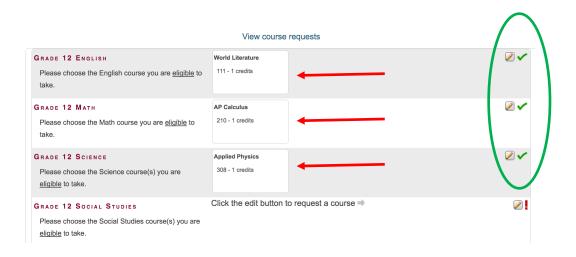
- Click the box for the course you are eligible to take.
- Once you have selected the course(s) you are eligible to take, click the "Okay" button on the bottom right.

Note – Each teacher has selected the course(s) you are eligible to enroll in. If you are not able to select the course you want to take, you must fill out a <u>petition form</u> to be considered for that course. Once the form is completed, please print it out and give it to your Guidance Counselor or the department head for that subject.



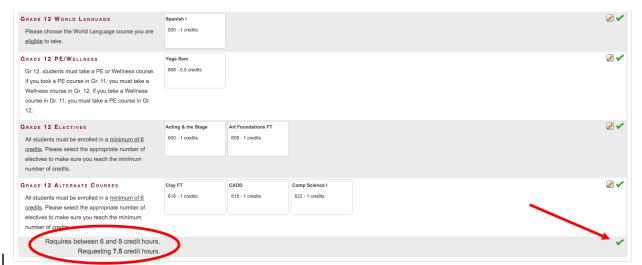
Course Selection Indication

- As you progress through each subject's course selection, it will show which course you have selected.
- Each course will have the name, number, and amount of credit is associated with it.
- A green check mark will also indicate that you have selected a course for the subject.



Course Selection Indication

- Alternate Courses Please select a minimum of 3 alternate courses you would want to take in case the elective(s) you select do not fit in your schedule.
- Once you have selected a course for each subject, and you have met the minimum required 6 credits that you must be enrolled in, a green check mark will appear on the bottom right indicating so.
- The total amount of credits you select will show in the bottom left corner of the selection screen. <u>All students must be</u> enrolled in a minimum of 6.
- Once you have selected all courses and get the green check mark, hit "Submit".



Course Requests

- Once you submit your course registration, it will take you to the Course Request screen showing which courses you signed up for, the total credits, and the alternate courses you selected.
- To edit this list at any time, click the "Class Registration" tab under "Navigation".
- If you edit your list of courses, do not forget to hit submit again to save those courses.

