

Log in to your PowerSchool account to schedule (this is the same place you view grades).

The portal to schedule will open **Monday, February 13th** at 8:00am and will close on **Friday, February 17th at 5:00pm**. Scheduling is NOT first come first serve. Therefore, if you schedule on Friday at 4:59pm your requests will be considered as equally as someone who scheduled on Monday at 8:00am. If you don't have access to the internet, your child should bring their scheduling sheet to the counselors' office.

How to Register for Classes

Use the following procedure to request classes for the next year.

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.

Note: A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.

2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Use the following table to enter information in the fields:

Note: Click column headings to sort in ascending order. Click again to sort in descending order.

Field	Description
[Course]	Select the checkbox for each course you want to request.
Course Name	The name of the course.
Number	The number used to identify the course.
Credits	The number of credits you receive for taking the course.
Prerequisite Notes	Descriptive text regarding academic requirements or authorizations that must be fulfilled prior to a enrollment in a course.
Alerts	Alert to indicate prerequisites have not been met, if any.

4. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

Note: A red exclamation mark appears if courses need to be selected for an area.

5. Repeat Step 2 through Step 4 for each course request.
6. Click **Submit**. The [Scheduling Year] Course Requests page appears.