

POWER SCHOOL REGISTRATION

INSTRUCTIONS FOR SCHOOL YEAR 2017-2018

Class Registration

Using the Class Registration page in PowerSchool Student and Parent portal, students and their parents can manage their course requests. **All Course selections must be completed by February 10th.**

How to Register for Classes

Use the following procedure to request classes.

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears. 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. Select desired course by checking an individual box.
4. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.
Note: An exclamation mark appears if courses need to be selected for a specific area.
5. Repeat Step 2 through Step 4 for each course request.
6. Click **Submit**. The [Scheduling Year] Course Requests page appears.

Counselors will be available, Thursday, February 9th from 5:30-7:30 PM in the college and career center for registration assistance. Spanish translation available.