CLASS REGISTRATION INSTRUCTIONS 2024-2025

Before beginning online class registration, we recommend you complete the form below. This will help you see what courses you will have both semesters. This form is included in your course registration packets.

(THESE COURSE REQUESTS MUST BE SUBMITTED THROUGH POWERSCHOOL)

STUDENT NAME:_____ GRADE (next year): _____

FIRST SEMESTER	**SECOND SEMESTER**
COURSE NAME	COURSE NAME
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____ Phys Ed OR	_____ Phys Ed

ALTERNATE CHOICES – MUST COMPLETE GOOGLE FORM SHARED WITH YOU

_____   _____

_____   _____

Log into your PowerSchool student account.
Click the "Class Registration" tab.

The class registration screen will appear. Click the "pencil" tab next to each area of study to select from the course offerings.

Make your course selections and click "Okay". There could be multiple pages of courses so choose "next" to see more.
You might have a section that says "you may select 0 courses". This means you are not required to make a selection, however you may want to.
*If you select English 9 or any other year long course, you must choose **BOTH** semesters of the course.*
*If you select a semester-long course, look under the course description to see if you are choosing 1st semester or 2nd semester. Do **NOT** choose both semesters of semester long courses.*

Once you have completed ALL of your class selections, click "Submit".

If you do not select the requirements of class registration, you will receive an error message. Read the message and then x out of the small box. Go back, edit your course selections and press submit to remove the errors.

Once you have submitted your selections, the following screen appears. If you would like to make changes, simply start the process again and make your changes.

ADDITIONAL INFORMATION

❖ If the course is a **year long** course, you will see <mark>Year long course-select both semesters.</mark> under the course description. This means you MUST select both semesters of the course. For example, English 9 (1000) and English 9 (1005).

❖ If the course is a **semester long** course, you will see <mark>Semester only course. This choice is for 1st semester.</mark> OR <mark>Semester only course. This choice is for 2nd semester.</mark> under the course description. You should **only** select 1st OR 2nd semester. This is why it's helpful to write out your course selections to be sure you are entering the correct semester you would like to register for.

❖ You must register for a PE class and choose either 1st or 2nd semester. Team Games, Individual/Dual Rec or Individual/Personal Fitness are:
(Seniors/Juniors = 1st semester and Sophomores/Freshmen = 2nd semester)

❖ If you select TBF-Beginner or TBF-Advanced, you may choose to take this either semester. I would encourage you to consult your activity coach regarding which semester you should take TBF-Beginner or TBF-Advanced.

❖ **CHORUS SELECTION:** You will not select a specific chorus class since these are based on auditions. If you plan to take choir, choose HS Chorus **and** HS Chorus2 for both semesters. I will receive the choir placements from our vocal music department at a later date and then you will be placed in the proper choir.

❖ **SCHOOL TO CAREER:** If you intend to take School to Career, you must select **all** course numbers (6130, 6135, 6140, 6145, 6150, 6155). You must contact Mrs. Busby to receive an application for this course.

❖ **DMACC CAREER ACADEMY (SOUTHRIDGE):** You will not select a specific DMACC Career Academy program since you must register with DMACC. Please choose DMACCAcad **and** DMACCAcad2 for both semesters. Contact your school counselor to schedule an appointment for registration.

❖ **ALTERNATIVE CHOICES:** You cannot include ALTERNATIVE requests for classes through online course registration. Please complete the Google Form sent to you, so we know your alternative choices for courses in case your first selection will not fit or the sections are full. Every student is encouraged to complete this form.

For questions regarding online registration, please contact
dawn.fitzgerald@indianola.k12.ia.us