

# How to Select Courses in PowerSchool

## ✔ Before You Start

- Log in to your **PowerSchool** account.
- If you don't have access, talk to your advisor.



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## Step-by-Step Instructions

### 1. Go to Course Requests

- Click “**Course Requests**” in the left-hand menu.
- Read the instructions for your grade level.
  - **Incoming Grade 9** students must **request 4 electives** in total from the *music, foods/construction, and/or Gr. 9 elective categories*. You **must also select 6 alternatives** from the *alternative* category (do not re-select requests).
  - **Grade 10** students must register for a **minimum of 41 credits**.
  - **Grade 11** students must register for a **minimum of 40 credits**.
  - **Grade 12** students must register for a **minimum of 30 credits**.

### 2. Understand the Credit Tracker

- Located at the bottom of the screen:
  - **Total credits needed**
  - **Credits selected**
  - **Credits remaining**

### 3. Choose Core Courses

- Look for the **pencil icon** to select courses.
- Red **!** = **Action needed**
- Green **✔** = **Requirement met** or optional
- Select **one course** per subject (e.g., English, Math, Science, Social, Phys. Ed).
- Read all **prerequisites and notes** carefully.


#### 4. Select Electives

- Click into the **Electives** section (be aware of multiple pages available).
- You must choose **at least 3 electives**.
- Check course **credit values**—some vary.
- Options like **Band** or **Choir** may run at lunch/flex.

#### 5. Add Alternate Electives

- Scroll to the **Alternate Electives** section.
- Choose **up to 3 different electives** as backups.
- **Do not repeat your primary electives**.
- These are used if a main elective is full.

#### 6. Verify Total Credits

- Confirm you have registered for the **minimum required credits** for your grade level.
- **All required fields** should show .

#### 7. Submit

- Click **Submit** at the bottom.
- If something is missing, PowerSchool will notify you.
- Fix any issues and re-submit.

#### 8. Confirmation

- After submission, **review** your:
  - Full course list
  - Alternate electives

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#### Need Help?

Contact your advisor for support.