

# Heritage High Powerschool Course Selections

## **February 24 – March 18, 2020**

Students may select 2020-2021 courses according to the timeline above. Juniors have been prepped through junior conferences and may proceed with instructions below. Counselors will meet with freshmen and sophomores during second period. Students have the option of completing the process at home with parents or at school during Husky Help or lunch. Counselors are available during all lunches to assist students at the Counseling Corner and by appointment.

### IMPORTANT NOTES

- A. Students wishing to enroll in Internship, an NCVPS course, or course requiring an application or audition will not see the specific course to select. Instead, students should choose another course as if the application course is not available. If the student is not selected for the special course, the chosen elective or an alternate elective will automatically be scheduled. Print a copy of the requested courses and write the name of the actual course you are seeking. Turn this copy into Student Services.
- B. Want to graduate midyear? You must still choose 8 courses. Those you do not need will be dropped during your summer meeting.
- C. AP Capstone Info: Rising sophomores choosing Pre AP English are automatically paired with AP Seminar. There are several pairing options for AP Research. See specific Capstone box on the course selection sheet.
- D. Be sure to save your selections in each category but do not click "SUBMIT" until you are certain of all course selections. You may log back in as you need to and change your selections until March 18.
- E. View course recommendations entered by your teachers. This will help you to make decisions about courses.
- F. You'll be able to review and make changes to your course selections from mid-April to late May.
- G. **Plan now for the entire year. You will NOT be able to make schedule changes midyear.**

### LOG IN

- A. Log in to your Wake ID portal from the link found on Student page of HHS school website. Then, click on the NCEdCloud icon. Can't remember how to log in? Go to the Media Center for assistance.

### SELECT COURSES

- A. Click "Class Registration". The "Class Registration" screen will appear. The screen will indicate that courses have not been requested by the 0 credit hours at the bottom of the screen. An exclamation mark indicates a student must select a course in the category. A check mark indicates a student does not have to choose a course in the category.
- B. Click the "pencil" for each category provided in order to select the appropriate course being requested. Note: if courses are required and have not been selected for a particular area, a red exclamation point will be displayed. A group of courses will be displayed.
- C. Check the box beside the course being requested. A message may appear indicating the number of courses that need to be selected. View messages at the top of the screen.
- D. Select "Cancel" if you are not ready to save the course selection. Click "Okay" to save the selected course and proceed to another subject area.
- E. The selected course will display on the screen. Proceed to select courses for each subject area. When courses are selected, the number of credit hours will be displayed at the bottom of the screen.
- F. Be sure to choose three alternate courses.
- G. Click "Submit". The number of selected courses must match the required number of hours on the screen. If you do not have the required number of courses, the screen will prompt a "Submit" again.
- H. When the course requests submission is successful, a screen will appear listing the course selections for the 2020-21 school year.
- I. If you chose a course that you intend to drop for an application course, print your selections. Click the printer icon at the top right of the screen to print a copy of the requested courses. On the top right hand side, write your current grade level. You can include any message that you need your counselor to know (see "A" from Important Notes). Turn in sheet to Student Services by March 18.