# PowerSchool Class Registration Tab Instructions
For Submitting Course Requests For
The Next School Year

Please note–You will have thirty minutes to complete this process or you may be timed out by the PowerSchool server and your requests may not be entered. You must sign into the PowerSchool SIS using a web browser to submit class requests. The Class Registration tab is not available on the PowerSchool Mobile app.

1. Sign In to your PowerSchool Account.
2. On the PowerSchool SIS home screen, the Class Registration button appears in the left side pane as seen in the screen shot for Step 3.)
3. Click the [View course requests] link above the list of elective options.
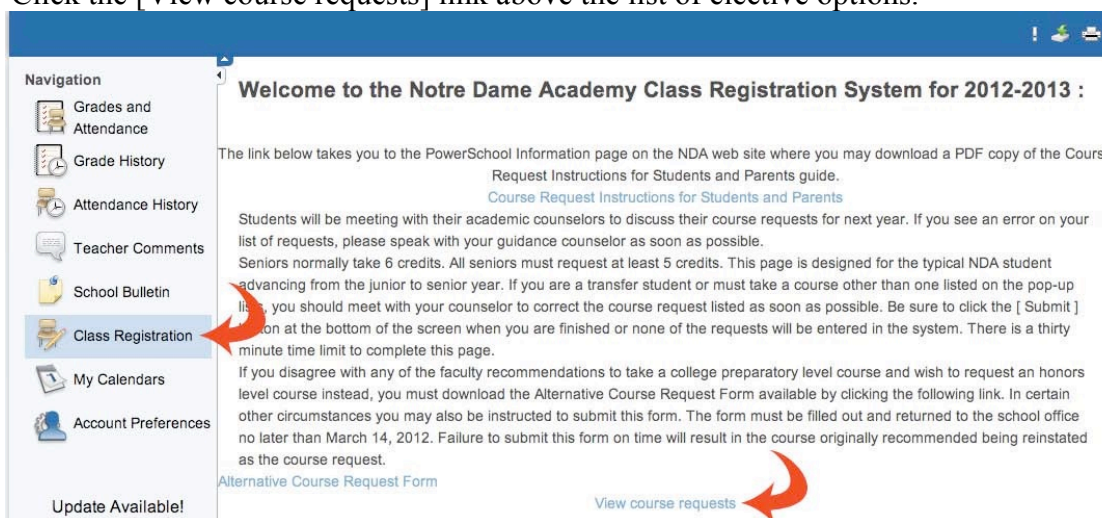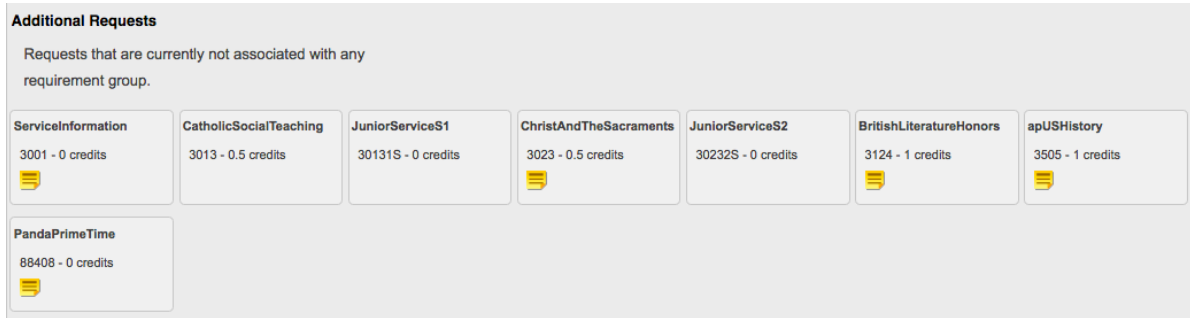

4. The list of course recommendations entered for the core courses by the various departments will be displayed. Please review those courses and their academic levels. Make note of the total number of credit hours the core courses represent as you plan which elective courses you will request. **Do not create a duplicate request for a course you see listed.**

Or, the list of current course requests entered as department recommendations can also be viewed at the bottom of the course request screen as a group of boxes under [Additional Requests]. Again, do not create duplicate requests for these additional requests entered as
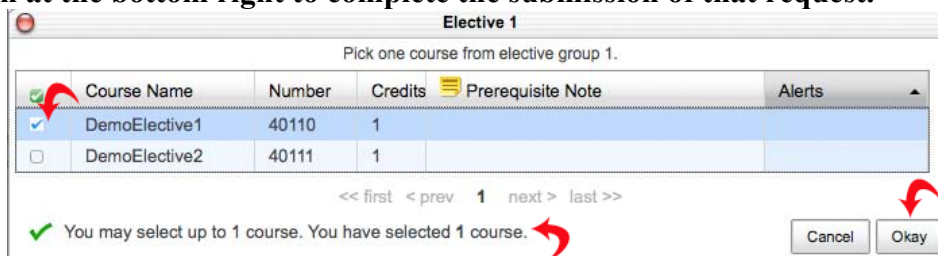
those recommended as a result of the discussions with the teachers. If you don't agree with the recommendations listed, see the instructions at the end of this document.

Additional Requests

Requests that are currently not associated with any requirement group.

ServiceInformation	CatholicSocialTeaching	JuniorServiceS1	ChristAndTheSacraments	JuniorServiceS2	BritishLiteratureHonors	apUSHistory
3001 - 0 credits	3013 - 0.5 credits	30131S - 0 credits	3023 - 0.5 credits	30232S - 0 credits	3124 - 1 credits	3505 - 1 credits

PandaPrimeTime
88408 - 0 credits

5. Select the [Class Registration] icon in the side pane again to return to the elective course request page and begin selecting your elective course requests. You may see more elective groups than you actually need to use to submit your requests. Use only those groups you require to enter enough elective requests to fill your schedule. Begin by clicking the [edit button] with the pencil icon located on the right side of the group to view the list of courses available within that course request group.

Click the edit button to request a course ⇒ 🖉 ✔
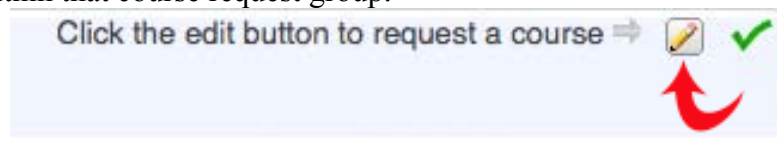
6. Click the checkbox to the left of the name of the elective course you wish to request. You will see the note at the bottom to indicate that you have made a selection. **Click the [Okay] button at the bottom right to complete the submission of that request.**

Elective 1

Pick one course from elective group 1.

	Course Name	Number	Credits	Prerequisite Note	Alerts
☑	DemoElective1	40110	1		
☐	DemoElective2	40111	1		

<< first < prev   **1**   next > last >>

✔ You may select up to 1 course. You have selected 1 course.   [Cancel] [Okay]

7. Repeat steps 5 and 6 until you have entered all of your elective course requests. Most current freshmen will also need to submit an alternate sophomore course request for their fine arts option in case the first request will not fit in the schedule. When you have finished, check the total credit hours you are requesting and make sure that the total will complete your schedule for next year. **You must click the [Submit] button at the bottom of the main Class Registration page to finalize the entry of your requests into PowerSchool**. If you do not click the submit button, none of your requests will be entered.

8. After you submit your requests, you will automatically return to the [View course requests] link page for the upcoming school year. All of the course requests should appear. Check once more to make sure that all the course numbers are correct and that the total number of credits is correct and represents a full schedule of courses for your situation.

	Crs Num	Course	Type	Cr Hrs
1.	40102	DemoReligion	Required	1.00
2.	40104	DemoEnglish	Required	1.00
3.	40105	DemoMath	Required	1.00
4.	40106	DemoScience	Required	1.00
5.	40109	DemoHistorySS	Required	1.00
6.	40111	DemoElective2	Elective	1.00
7.	40206	DemoElective5	Elective	1.00
Total Credit Hours Requested				7.00

9. This completes the course request data entry process. Please remember to click the [Sign Out] link in the upper-right corner to end your session.

Changing An Elective Request Or Correcting An Error
While the Course Request Window is Open

The elective course requests are not locked until the window for making requests closes. If you wish to change an elective request or notice an error in the elective course requests before the end of the week when requests are being entered, follow these steps.
1. Sign In to your PowerSchool Account.
2. Select the [Class Registration] Quick Link button from the PowerSchool group of buttons.
3. Select the [Class Registration] icon in the side pane to the left.
4. Select the edit button with the pencil icon along the right edge for the elective course request you wish to change.
5. Select the checkbox to the left of the course name of a different elective course if you want to change the course request within that group. This will automatically delete your current course request and replace it with the new one. If you wish to remove that course request entirely and replace it a request from another group, deselect the checkbox next to the current elective choice so that none of the checkboxes in that group are selected. Click the [Okay] button to complete the change. You may then select a different course request from the other group.
6. Click the [Submit] button to finalize the changed course request.
7. You will automatically be taken to the [View course requests] link page where you can confirm that the change has been entered.
8. Click the [Sign Out] command to end your session.

Changing An Elective Request Or Correcting An Error
After the Course Request Window Is Closed

There will be a time in the course selection process after the course selection window closes when the counselors will meet with students to review their course selections as needed. Students may make an appointment with their academic counselor to request a change during this time. Only the counselors may enter a request change in the PowerSchool system during this time frame. Students and parents can monitor their course requests by clicking on the [Class Registration] icon on their PowerSchool Quick Links Class Registration button any time during the process when the course request window is closed. A deadline date will be published for when this review process will be completed. Student initiated requests to change a course request after that deadline date may not be accepted.

Changing A Core Course Request
That Was Entered As The Department Recommendation

Students or parents who disagree with a core course request that is entered must submit the Alternate Course Request Form by the published deadline date. That form is available on the Notre Dame Academy web page at:
https://www.ndapandas.org/current-students/resources/powerschool