

## FAQs On-Line Scheduling

- 1. My child did not get his recommendation from his teacher and he can't select the next level course, what can I do?**

First, make sure he has met the prerequisites. Next, contact the counselor or Ms. Conlon via e-mail. If it has to do with a late teacher recommendation, select the next best appropriate course for your grade level, complete the course selections and submit. Your child will have the duration of the on-line scheduling week to make changes. He can select the desired course once the recommendation has been made.

- 2. My child could not get the course she wanted, so we did not select a course from the subject area. The system would not accept her selections and we lost all of her course choices. How can this be avoided?**

If there is a **red check**, your child **MUST** select a course from the subject area. If she can't select a course that she wants, please check the prerequisites. If she meets the prerequisites, call the counselor or contact Ms. Conlon via e-mail. You can select a different grade level choice from the menu, submit and make the change(s), if applicable, after the initial submission. Changes can be made until 3:00 PM on the last day of on-line scheduling week. This way, all of the other courses that she has selected will remain in the system and she will not have to re-input all of her choices.

- 3. Is there any way to view the course descriptions in PowerSchool?**

Currently, there is no way to view the course descriptions in PowerSchool. Consider opening two windows when selecting courses; one for the PowerSchool On-Line Scheduler and one for the Course Guide located at the high school's website. You may then toggle between the screens to view the Course Guide as you select courses. Consider working off of a scrap piece of paper or the Course Schedule Worksheet available at Ms. Conlon's webpage.

- 4. My child is not seeing any choices for a subject are, but it has a red check which means he has to select a course. Why is this happening?**

Like any computer program, the PowerSchool On-Line Scheduler has to follow set rules. There is a chance that your child took advanced courses or is out of cohort. This would make his personal academic scenario unique, thus the system cannot best determine a choice for him. Simply call you child's counselor if this situation arises. The counselor has the ability to schedule around this issue and may be able to help you and your child determine choices best suited to your child's individual needs.

- 5. My child would like to view the elective offerings in the PowerSchool Scheduler by department. Is there a way she can do this?**

The electives all have the course number, as noted in the Course Guide. If she filters by course number under the electives in the Scheduler, she will get the courses to cluster by department, based on course number. Each department has a specific two number lead, for example, Business courses start with 06.

- 6. My son was recommended for the English side of the Honors Humanities Block, but not the social studies side and now he can't submit his courses because they are not complete. What should I do?**

For the Humanities Block in grade ten, students must meet the prerequisites for **BOTH** the English course and the social studies course. Please select the Regents courses and submit. If you have questions or concerns, follow up with your child's counselor.

- 7. My daughter loves music and is currently a tenth grade student in 9-10 Band. She would also like to take chorus next year, but the option for the A/B 11-12 Chorus and A/B 11-12 Band is not coming up as an option. How can she select these courses?**

Students new to a music program are required to audition for the new performing group. Thus, your daughter should ask her band teacher with whom she should speak about auditioning. This will be one of the Chorus teachers at the high school. Once she auditions and is accepted, the Chorus teacher will forward her name to the proper office so that she can have her selections updated by her counselor. The change, once made, should appear via the portal and will be noted on your daughter's schedule.

**8. My son has only selected .5 credits under the Alternate Elective category. Is this okay or should he select the maximum credits allowed?**

Ms. Conlon suggests that students select the maximum credits under the Alternate Electives category. This ensures your son the best chance of getting the most complete schedule and one that will reflect his genuine interests. In this manner, if his other course selections do not allow him to get his Elective choice(s), he should get one of his Alternate Electives. When students give thought to these choices, and select accordingly, they are more likely to have a schedule that keeps them engaged and requires little to no adjustment, thus making the transition to the new academic year smooth and allowing them to explore areas of interest. *Please be aware that selecting the same elective twice under two different categories does not increase your son's chance of getting the course.* Doing so will actually limit your son's options as he has selected the same course twice in lieu of actually selecting an elective of preference and a second choice.