

Reviewing Your Schedule in ClassChoice

- To access ClassChoice, go the Park City High School website <http://pchs.pcschools.us/> and go to the **For Students** menu, and click on the **ClassChoice and Schedule Changes** page. **Read all the information provided!**
- You will see the ClassChoice login screen with the PCHS logo. The student's login in the same as their Laptop login. The "User ID" is the student's laptop username. The "Password" is the student's laptop password.
- When you're logged in, you will see a screen listing the course requests you selected March, and a draft of your schedule for the next school year. In the example below, the student got all the classes they requested and have a full schedule (periods 1-4 both Red and White days). **If you are happy with your class schedule, there is nothing you need to do.**

Requests	Student Schedule	Graduation Requirements																																																																																																																											
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- If you have "holes" in your schedule (missing classes), or you want to change a class, **READ THE INSTRUCTIONS ON ALL THE CLASSCHOICE SCREENS CAREFULLY.**

WARNING! This scheduling program is LIVE! Once you click "Save Changes," your schedule is changed. There is NO "Undo." You risk losing your spot in a full class once you drop it because others are using the system at the same time.

- To see when a class is offered, and if it has open seats, hover over the course name/number in your schedule or requests, or use the "Class Finder" link at the top of the page. **Sketch out your schedule on paper BEFORE you make changes.**
- To modify your schedule, click **Edit** under the period number for the class you want to change. On the next screen, click on the full-year and semester drop-down menus—they will show you which classes are *available*. Only classes that you are able to take in will appear. If you know a class is offered that period, but it's not showing, hover over "Unavailable Classes" to see why. Some classes are locked and cannot be dropped, moved or added by students.

If a class is FULL (0 open seats), it's FULL. Don't ask your counselor or the teacher if you can get into a full class. Classes will NOT be overfilled.

Available classes look like this:

RED1 2019-2020	RED1 S1	RED1 S2
<ul style="list-style-type: none"> CTE BUSINESS MGMT [CTE] (.50) (Wood, Chris) (5 open) CTE FOOD & NUTRITION 1 [CTE] (.50) (Fletcher, Sarah) (7 open) CTE MED TERMINOLOGY [CTE] (.50) (Alcox, Debra A) (10 open) CTE TV BROADCAST [CTE] (.50) (Fish, Kyle) (14 open) CTE VIDEO PROD 1 [CTE] (.50) (Fish, Kyle) (26 open) EL MATH BRIDGE [EL] (.50) (Lundin, Elizabeth) (10 open) EL PEER TUTOR [EL] (.50) (Bacon, Tara) (15 open) 	<ul style="list-style-type: none"> ✓ EL STUDY HALL [NCJ] (.00) (Crawford, Marshall) (23 open) ELA ARGUMENT [EA] (.50) (Ellsworth-Nielson, Sharon) (2 open) ELA DYSTOPIAN NOVELS [EC] (.50) (Yeates, Kelly) (1 open) FINANCIAL LITERACY [FIN] (.50) (Meade, Jane) (2 open) REL RELIGION RELEASE .5 [NC] (.00) (Teacher, Seminary) (20 open) SOCS PSYCHOLOGY [SS] (.50) (Sykes, Ann) (14 open) 	

Unavailable classes look like this:

Modify Schedule: RED1	
RED1 2019-2020	*** No Class Selected ***
RED1 S1	<ul style="list-style-type: none"> CTE FOOD & NUTRI
RED1 S2	<ul style="list-style-type: none"> ART DRAWING 1 [FA]

- If you want to make a change, select an available class, and click the **Save Changes** button to lock it in. Click the **Cancel** button if you decide not to make a change.
- When you are done with your schedule, click **Logoff** in the upper-right corner of the screen.