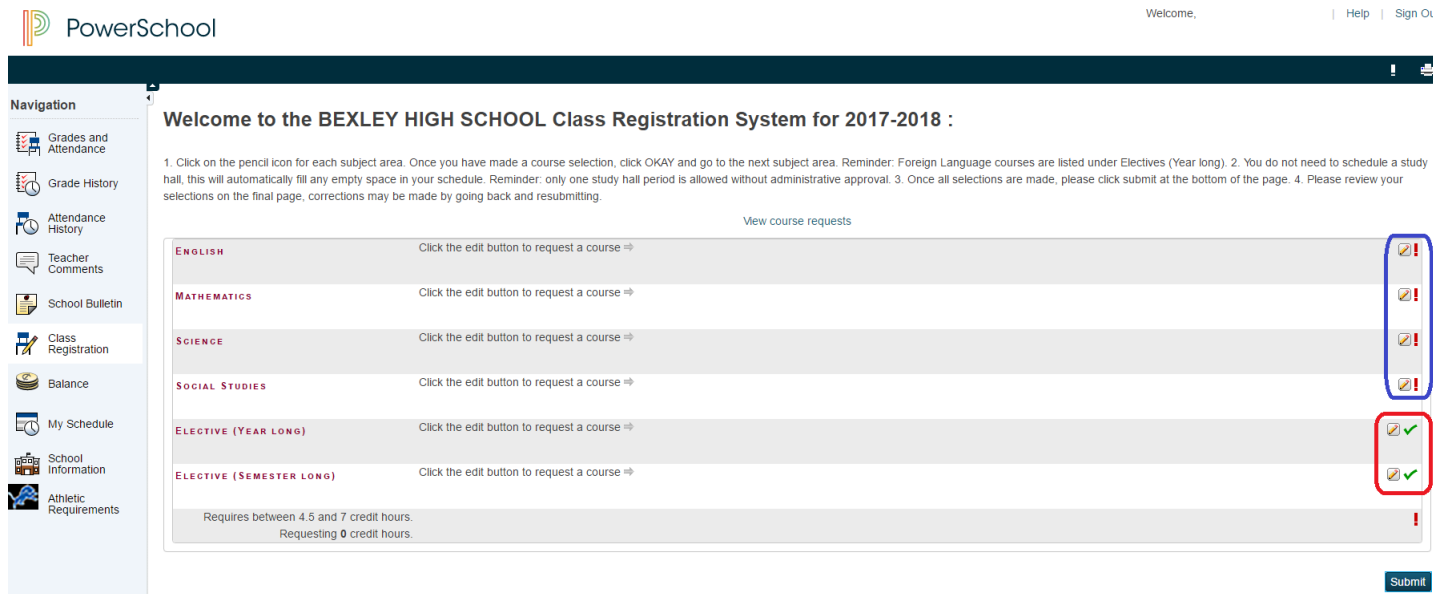


# Upperclassmen: Viewing & Submitting Course Requests in PowerSchool

**Tech Support:** if students need help with accessing PowerSchool, (login information, password, etc.), please contact Pam Moenter (Database Administrator for *PowerSchool*) via email: [pam.moenter@bexley.us](mailto:pam.moenter@bexley.us)

1. Login to [PowerSchool](#) using the student's username and password. From the homepage, select the **Class Registration** icon on the left-hand side.
2. The **Class Registration** page lists each core subject (English, Math, Science, Social Studies) as well as Elective Options (year-long & semester-long).



3. Select each 'pencil' icon on the right-hand side to view the teacher course recommendation and/or available courses within each subject area. The page will also provide the course options, credit value and prerequisite information. An example of the course options screen is provided below:



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4. Once a course has been selected within each subject area, select **'submit'** to save all of the requests.

### PLEASE NOTE

- World Language courses fall under the Elective (Year-long) category.
- If a student has a question about the teacher recommendation, we encourage them to meet with the teacher prior to submitting their course request.
- Students are required to submit a minimum of 5.25 credit hours and no more than 7.00 credit hours. If the total number of credit hours being requested do not fall within this range, the system will not allow the requests to be submitted.
- If students do not request a full schedule (6 academic periods and 1 study hall), they will be assigned additional classes. Exceptions for enrolling in less than 6 academic periods may include: enrolling in 3 or more AP courses, taking one or more online courses, College Credit Plus, or independent study.
- Students DO NOT need to request a Study Hall. (any available slots will be filled with a study hall assignment)

Once all course requests have been submitted, the student will be directed to a confirmation page (example provided below) summarizing all of the requests submitted.

Crs Num	Course	Type	Cr Hrs	Requirements
1. ENG103	H English 9	Required	1.00	Teacher recommendation
2. FAR936	Womens Glee Club	Required	1.00	Placement audition with instructor
3. FLR430	French II	Required	1.00	French I and teacher recommendation
4. MTH100	Algebra I	Required	1.00	Teacher recommendation
5. SCI330	H Biology	Required	1.00	Teacher recommendation
6. SOC510	AP World History	Required	1.00	
7. XCT999	Study Hall	Required	0.00	

**Total Credit Hours Requested 6.00**

**NOTE:** Course requests are not listed in any particular order.

It is important for students and families to understand that while every effort is made to accommodate and fulfill all course requests for all students, course requests are not guaranteed due to restrictions and limitations within the master schedule.