



Upper School Course Registration Instructions

FOR STUDENTS

Updated 4/30/25

Course Registration is now open! Please meet with your advisor and select your courses. The system will be open until Friday, May 9 at 4pm.

STUDENT COURSE REGISTRATION INSTRUCTIONS

Registering for 'Recommended Courses' (English, history, science, math, World Language)

1. Login to MSA.
2. Click the 'Course Requests' tab in the top menu bar.

The screenshot displays the Thayer Academy student portal. The top navigation bar is orange and includes the school logo, name, and search bar. Below it is a secondary navigation bar with icons for 'My Day', 'Classes', 'Groups', 'Resources', 'News', and 'Calendar'. A third navigation bar contains 'Progress', 'Schedule', 'Assignment Center', 'Course Requests' (highlighted with a yellow box), 'Requirements', and 'Checklist'. The main content area shows a 'Select Grade' dropdown set to '10th Grade'. Below this are two panels: 'Performance' with 'Transcripts' and 'Report cards', and 'Files' with 'Student Schedules' and 'Back to School Night Schedule'.

3. In the 'Recommendations' tile click course titles (**blue text**) to see course information in the flyout window.
4. In the same flyout window, click the 'Add course request' button. Repeat for all recommended classes.

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Progress Schedule Assignment Center Course Requests Requirements Checklist

Course requests for 2025 - 2026

Available courses

All courses

Filter Find in this list

Course	Start term	Length
A cappella 0.5 credits	1st Semester	2 terms
Acting & Directing for Theatre 0.5 credits	1st Semester	2 terms
American Masters I 0.5 credits	1st Semester	1 term

My requests

View All year

Recommendations

American Masters I 0.5 credits	1st Semester
United States History 1 credit	1st Semester
Geometry Fundamentals 1 credit	1st Semester
Spanish II 1 credit	1st Semester

130 - American Masters I

0.5 credits
English-US

Course description
American Masters I: Story & Style
In this course, students focus on the creative and controlled uses of language in poetry and prose through the close analysis of short, diverse excerpts from great American writers. As the semester progresses, students read full texts like The Great Gatsby and Flight. Writing assignments are, for the most part, imitative rather than analytical. The aim is for students to develop more flexibility, precision, and control in writing, as well as to acquire an appreciation of the elements of style and the rhetorical strategies authors use to achieve different effects. Semester 1, 1/2 credit

Start term	Length	Grade levels
1st Semester	1	11th Grade

Recommended by

1st Semester

Note

Add course request

Registering for 'Additional Courses' and 'Adding Alternate' selections for additional courses

1. In the 'Available courses' tile on the left, scroll or search to view available 'Additional courses'.
2. In the flyout window, use the 'Note' box (if need be) to provide pertinent information to the scheduler.
3. Click the 'Add course request' button to add a request for an additional course.

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Progress Schedule Assignment Center Course Requests Requirements Checklist

Course requests for 2025 - 2026

Available courses

All courses

Filter Find in this list

Course	Start term	Length
Geometry Fundamentals	1st Semester	2 terms
Independent Science Research	1st Semester	2 terms
Jazz Combo	1st Semester	2 terms
Latin I	1st Semester	2 terms

My requests

View All year

Recommendations

American Masters I	1st Semester
United States History	1st Semester
Geometry Fundamentals	1st Semester
Spanish II	1st Semester

916 - Jazz Combo

0.5 credits
Art-US

Course description
Jazz Combo
These instrumental/vocal groups play and perform jazz, fusion, and rock-influenced styles of music. Students have input into the music that is learned and performed. Basic chord theory, form arranging, improvised solos, and chord structure are taught. *Full-year, 1/2 credit*

Start term	Length	Grade levels
1st Semester	2	9th Grade, 10th Grade, 11th Grade, 12th Grade

1st Semester

Note

Add course request

4. Be aware that some 'Additional courses' require prerequisites.

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Progress Schedule Assignment Center Course Requests Requirements Checklist

Course requests for 2025 - 2026

Available courses

All courses

Filter Find in this list

Course	Start term	Length
Dance Techniques & Styles	1st Semester	2 terms
Earth Science	1st Semester	2 terms
Entrepreneurship Incubator Program	1st Semester	2 terms
Film Production	1st Semester	2 terms
Finance & Accounting Essentials	1st Semester	2 terms

My requests

View All year

Recommendations

American Masters I	1st Semester
United States History	1st Semester
Geometry Fundamentals	1st Semester
Spanish II	1st Semester
Biology	1st Semester

916 - Film Production

0.5 credits
Art-US

Course description
Film Production
More than mere entertainment, filmmaking offers a window into the world that can spark the imagination, inspire conversation, and evoke an understanding of the human condition. Students will explore the history of cinema by studying various genres and great filmmakers and will apply these concepts and techniques in the creation of their own projects. This course will expose students to the canon while also highlighting underrepresented artists and films from across the world. Practical skills will include operating a camera, scripting, designing sound and lighting, and editing. Students will be able to produce complete short films by the end of this course. Prerequisite: Media Production or permission from instructors. *Full-year, 1/2 credit*

Start term	Length	Grade levels
1st Semester	2	9th Grade, 10th Grade, 11th Grade, 12th Grade

Exceptions

Requires enrollment in 929 - Media Production

5. To add alternate selections for additional courses, click the 'Add alternate' blue text. Reorder the alternates to adjust their Priority by dragging them up or down. Adding alternate selections for all additional courses requested will help with the scheduling process.

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Progress Schedule Assignment Center Course Requests Requirements Checklist

Course requests for 2025 - 2026

Academics
1 1st Semester
1 2nd Semester
1 Requests per term

Available courses

All courses

Filter jazz

Course	Start term	Length
Jazz Combo	1st Semester	2 terms

My requests

View All year

Jazz Combo Art-US
Alternates: Sculpture I, Musical Theatre

Start term	Length	Credits
1st Semester	2 terms	0.5

Note
None found.

Alternates

Priority	Course name	Start term
1	Sculpture I	1st Semester
2	Musical Theatre	1st Semester

Add alternate

Remove from my requests

Scheduling Notes

1. In the 'Available courses' tile on the left, scroll or search for 'SCHEDULING NOTES'.
2. Add additional information about your scheduling requests in the 'Note' box.
3. Click the 'Add course request' button.

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Progress Schedule Assignment Center Course Requests Requirements Checklist

Course requests for 2025 - 2026

Available courses

All courses

Filter **note**

Course	Start term	Length
SCHEDULING NOTES	1st Semester	1 term

My requests

View All year

Recommendations

American Masters I 0.5 credits	Start term 1st Semester
United States History 1 credit	Start term 1st Semester
Geometry Fundamentals 1 credit	Start term 1st Semester

000 - SCHEDULING NOTES

Administrative-US

Course description
As a final step, add a request for this course.

Add a note with additional information helpful to the scheduling process or explaining what your scheduling request is:

- Requesting a 6th Course
- Requesting a level change (to honors or AP)
- Any priorities we should be aware of

Start term	Length	Grade levels
1st Semester	1	9th Grade, 10th Grade, 11th Grade, 12th Grade

1st Semester

Note

Add course request

Save Course Registration

1. Click the blue 'Save' button in the bottom left corner of the page.

- 2. If you do not click save, your choices will reset when you navigate away from the course registration page.**
3. You can return to the course registration page to edit your selections.

Scheduling Notes

As a final step, there is a course located in the left column labeled SCHEDULING NOTES. A student who wants to provide additional notes and information that would be helpful to the scheduling process can do so here. When this course migrates to the right, students will have the option to add a note. Notes would include requests to take a 6th course, requests for a level change (to honors or AP when recommended for a different level), and any priorities for a student that we should be considering when building the schedule.

6th Course Information

Any student who wants to take a 6th Course must fill out a request form. The form is available at John Murphy's desk and is linked below. All 6th course requests will be reviewed. 6th courses are those that meet 3x each week. You should go ahead and choose 6 courses in MySchoolApp. If this is not approved, we will let you know.

[Sixth Course Form](#)

Relevant Course Application Links

[Global Scholars](#)

[Honors Peer Leadership Fellowship](#)

[Independent Study](#)

[Honors Independent Study](#)

[Yearbook Application](#)