

# Upper School Course Registration Instructions

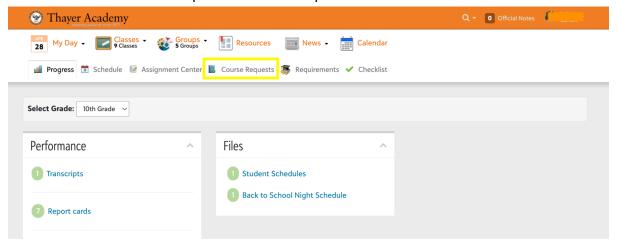
FOR STUDENTS

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.

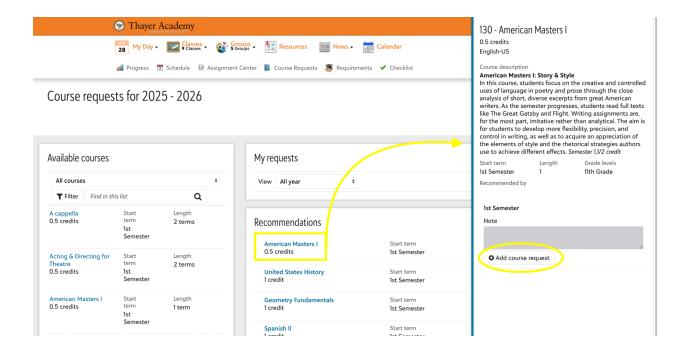
#### STUDENT COURSE REGISTRATION INSTRUCTIONS

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.

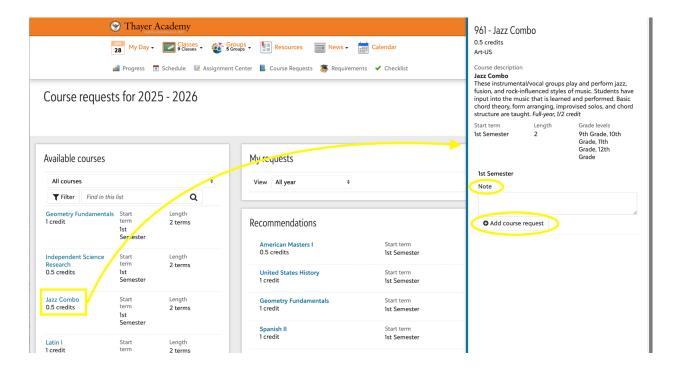


- 3. In the 'Recommendations' tile click course titles (blue text) to see course information in the flyout window.
- 4. In the same flyout window, click the 'Add course request' button. Repeat for all recommended classes.

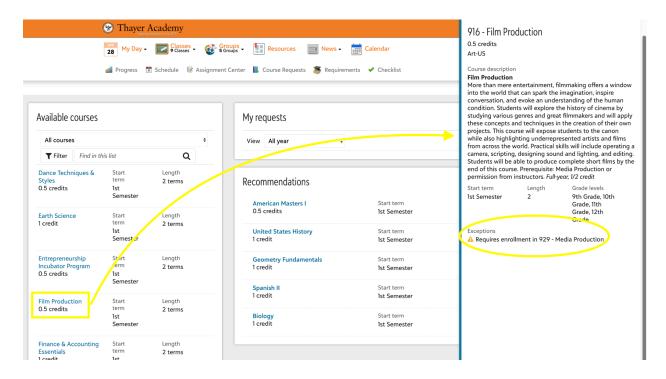


# Registering for 'Additional Courses' and 'Adding Alternate' selections for additional courses

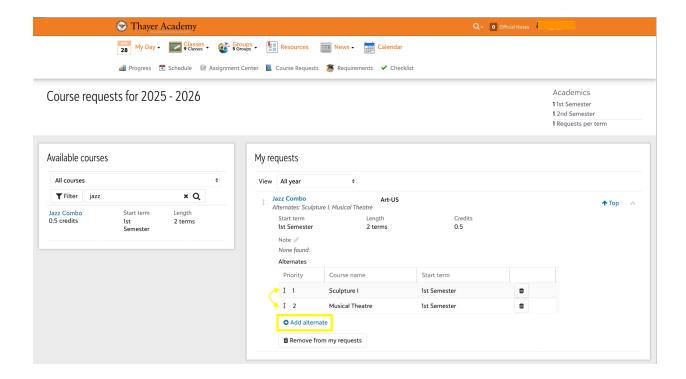
- 1. In the 'Available courses' tile on the left, scroll or search to view available 'Additional courses'.
- 2. In the flyout window, use the 'Note' box (if need be) to provide pertinent information to the scheduler.
- 3. Click the 'Add course request' button to add a request for an additional course.



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

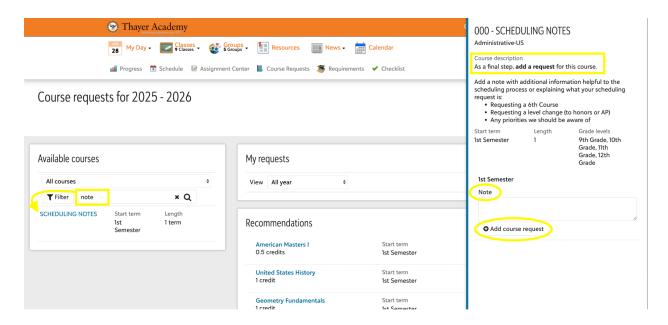


To add alternate selections for additional courses, click the 'Add alternate' blue text. Reorder the alternates to adjust their Priority by dragging them up or down. Adding alternate selections for all additional courses requested will help with the scheduling process.



## **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.



### **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