

# SCHEDULING INSTRUCTIONS

## GRADES 10,11,12



**Directions:** Complete the following checklist and input course requests in PowerSchool.

### COURSE SELECTION

- Use the Planning Guide, Course Description Book, and consultations with teachers to select the best courses for you.
- Create a **balanced** schedule that supports both your academic and emotional well-being.
- When selecting courses, note semester classes are 0.5 credits and year-long classes are 1.0 credit; course requests must total 6.0 credits
- Select at least three alternates that are different from your requested electives. Students must choose alternates knowing they might not get their first choice.

### POWERSCHOOL

- Submit course requests online through the PowerSchool Parent Portal.
- Click "Class Registration" to select the exact courses and alternates you chose from the Planning Guide.
- Enter course requests within the online scheduling window.
- Contact [pssupport@troyschools.org](mailto:pssupport@troyschools.org) for login or technology assistance.
- If families have any issues with technology and cannot submit requests by the deadline, students should bring their Planning Guide to their counselor meeting with courses and alternates selected so we can input them together.

### STUDENT COUNSELOR MEETINGS

High school counselors will meet individually with all students to finalize requests, answer questions, and make any necessary or preferred changes.