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## AUSTIN O'BREIN 2017-2018 COURSE REGISTRATION IN 4 EASY STEPS

### 1. LOG ON TO POWERSCHOOL

### 2. GO TO COURSE SELECTION SCREEN

- Select 'Class Registration' from menu bar on left
- Check the notifications at the top for specific instructions
- Look at the indicators at the right to see if you have met the requirements of the course groups (Red Exclamation Marks and Green Check Marks) these will change as you select your courses
- Look at the counter on the bottom to check to see how many credits you have registered in as each grade will require a minimum number of credits to complete registration

### 3. CLICK PENCIL ICON TO SELECT COURSES IN THAT GROUP

- Some course groups have more than 1 page so scroll to the bottom.
- Look for prerequisite info in last 2 columns of the selection page. If you have not met the pre-requisite you will not be able to select the course and/or complete your registration.
- To select course use check box on left
- PLEASE NOTE THERE ARE 3 PREREQUISITE TYPES
  - First type: you must have passed the previous course with 50%. E.g. to take English 20-2, you must have passed (50%) English 10-2 or English 10-1
  - Second Type: Teacher Recommendation. You must see your advisor or subject area teacher to put a recommendation in PowerSchool before you go on and register.
  - Third Type: Concurrent Registration. You must select the pre-requisite course at the same time you select the course you want (e.g. Physics 20 and Physics 30) if you have not passed it

***Note: If you are currently taking a course, the system assumes you have passed it. At the end of the semester we will take a look to make sure this happens. If you do not pass a pre-requisite course this semester, your schedule will be changed!***

### 4. FINAL STEP: SUBMIT

- When you have made all your selections, scroll to the bottom and use submit button:
- If you get a 'Request Submission Failed' notice, you must go back and fix the problem it indicates before you are done.
- If the system is open, you can go back and change requests. After that you will only be able to view them