

## **Rocky Hill High School Course Selection Procedure**

Families will use their PowerSchool Parent Portal accounts to register for courses. Students who do not know their account information should contact Guidance for assistance.

### **Use the information below to make the best course selection choices:**

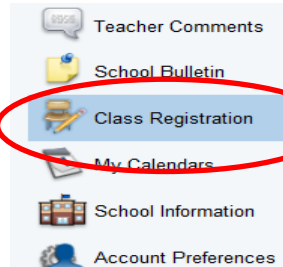
- 1. Course selections can be made only in the Parent Portal.** It is important to work with your student to review the course descriptions in the Program of Studies. Please review graduation requirements, available courses, and course prerequisites. The 2017-2018 Program of Studies can be found online at on the Rocky Hill High School website or at <http://rockyhillhigh.ct.rdh.schoolinsites.com/> (click **Program of Studies** on the right-hand side).
- 2. Be sure to read and follow the information at the top of the Course Selection page before you begin.** It is very important that it is followed closely.
- 3.** It is important to pay attention to the **prerequisites** that are listed for the courses that you want to take. If you do not meet these prerequisites, you will not be allowed to sign up for the courses.
- 4.** Recommendations are provided by teachers in PowerSchool and will be identified on the course registration screen. Students may ask their teachers about the recommendations for courses before they try to select classes. Students are strongly encouraged to follow the teacher recommendations. However, if students want to request a different level, they should speak to their current teacher.
  - If teachers agree with the different level, teachers can change their recommendation in PowerSchool.
  - If teachers do NOT agree, students should see their counselor to discuss and complete the "Request for Change in Level" form and return to Guidance by February 9, 2017. "Request for Change in Level" forms returned after the deadline will not be accepted.

***Again, check the Course Descriptions on-line for specific prerequisites and ask your teachers about recommendations BEFORE selecting your courses.***



- 5. All course requests must be completed by February 9<sup>th</sup>.** On February 9<sup>th</sup>, the on-line registration process will end and the portal will be closed.
- 6.** If you have any questions concerning the on-line registration process, please see your School Counselor.

## How To Select Classes For Next Year Online via PowerSchool

1. While on the Internet, type the following into your web address line:  
<https://rockyhill.powerschool.com/public/>
2. While on the PowerSchool log-in page, enter the following information: Parent Portal Username and Password.
3. Once on the main portal page,
















Click on the “Class Registration” icon on the left hand menu.




4. On the Class Registration screen, you will see the subject areas available to your grade level listed on the left with special instructions/explanations.
  - On the right side, you will see that each subject area has either a **green** checkmark  or a **red** exclamation point .



You must be enrolled in 6 classes each semester. Be sure to click the “SUBMIT” button after completing all selections.


[View course requests](#)

<b>12th Grade English</b> Please select one English class based on your teacher recommendation.	Click the edit button to request a course →  
<b>12th Grade Math</b> Please select one Math class based on teacher recommendation.	Click the edit button to request a course →  
<b>12 Grade Social Studies</b> Please select one Social Studies class based on teacher recommendation.	Click the edit button to request a course →  
<b>12th Grade Science</b> Please select one science class based on teacher recommendation.	Click the edit button to request a course →  
<b>12th Grade World Language</b> You may select one World Language course based on teacher recommendation.	Click the edit button to request a course →  
<b>12th Grade Electives</b> Please select one full year elective or a half year elective in semester one and a half year elective in semester two.	Click the edit button to request a course →  

Requires between 6 and 8 credit hours.   
Requesting 0 credit hours.

The **red** exclamation point  means it is a **REQUIRED** subject area and you **MUST** select a course or courses from the list. For example, English will have an  and you must select an English course by clicking the edit button. 

The **green** checkmark  means it is a **NON-REQUIRED** subject area – but you **MAY** choose a course by clicking on the edit button. 

- Follow the instructions as you click on each subject area. Click on the pencil icon to select courses from each area. The Course Request pop-up window appears. 

- As you click on each subject area, take note of any prerequisite information

Please select one Math class based on teacher recommendation

<input checked="" type="checkbox"/>	Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Applied Math (G)	410	1	Teacher recommendation required.	
<input type="checkbox"/>	Algebra II FY (A)	432	1	Successful completion of Algebra I is required to take this course.	
<input type="checkbox"/>	Algebra II FY (G)	434	1	Successful completion of Algebra I is required to take this course.	
<input type="checkbox"/>	Geometry FY (A)	422	1	Successful completion of Algebra I or recommendation from 8th grade teacher is required to take this course.	

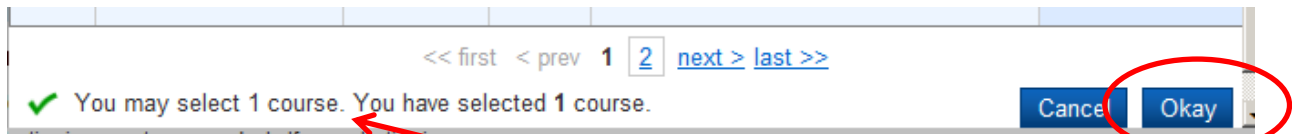
...or any alerts.



- Select the checkbox to the left of the course name of any course you want to request. Note: Use the course # reference sheet to assist in this process.

<input checked="" type="checkbox"/>	AP Psychology FY	182	1
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- To save your selection for the subject area, click on Okay at the bottom of the pop-up page.



- Notice that at the bottom, selections are tracked so you know how many courses you have selected so far in that subject area.
- Each time you make a selection, it will appear as a “boxed” course in the middle of the main page. As each subject area is completed, a green checkmark  will appear.

<b>12th Grade English</b> Please select one English class based on your teacher recommendation.	<div style="border: 1px solid gray; padding: 2px;">Journalism (A) S2 137 - 0.5 credits</div> <div style="border: 1px solid gray; padding: 2px;">Authors I (A) S1 138 - 0.5 credits</div>	<input checked="" type="checkbox"/>
<b>12th Grade Math</b> Please select one Math class based on teacher recommendation	<div style="border: 1px solid gray; padding: 2px;">Pre-Calculus FY(A) 442 - 1 credits</div> <div style="border: 1px solid gray; padding: 2px;">Prob &amp; Stat FY(A) 450 - 1 credits</div>	<input checked="" type="checkbox"/>
<b>12 Grade Social Studies</b> Please select one Social Studies class based on teacher recommendation.		Click the edit button to request a course ⇒ <input type="checkbox"/> !
<b>12th Grade Science</b> Please select one science class based on teacher recommendation.		Click the edit button to request a course ⇒ <input type="checkbox"/> !
<b>12th Grade World Language</b> You may select one World Language course based on teacher recommendation.		Click the edit button to request a course ⇒ <input checked="" type="checkbox"/>
<b>12th Grade Electives</b> Please select one full year elective or a half year elective in semester one and a half year elective in semester two.		Click the edit button to request a course ⇒ <input type="checkbox"/> !
		Requires between 6 and 8 credit hours. Requesting 3 credit hours. !

- Repeat these steps for each subject area course request.
- Be sure to select at least 7 credit hours of coursework for each semester.

- The total required credit hours is identified at the bottom of the screen and is updated each time you make a selection. The **red** exclamation point  will remain until all credit hour requirements are met.
- When you finally see a **green** checkmark  at the bottom of the page, you have successfully completed the process. Print this page to be signed and returned to your homeroom teacher or Guidance.
- Be sure to save your selections. **Print out your course selections and include a parental signature on the bottom.** Use the print icon in the upper right corner. **These must be submitted to your Homeroom teacher by February 9<sup>th</sup>.** Note: Print an extra copy for your records.
- Course requests may be reviewed by clicking **“View course requests”** at the top of the page.

You must be enrolled in 6 classes each semester. Be sure to click the **“SUBMIT”** button after completing all selections.

[View course requests](#)

12th Grade English

Click the edit button to r

- Once you are finished, click on “Logout” at the top of the page.