

## 2022-2023 CHS Student Registration Instructions: In-House

1. You have received a 2022-2023 Registration Worksheet, these directions and your transcript.  
**YOU SHOULD HAVE BOTH OF THESE WITH YOU DURING YOUR REGISTRATION APPOINTMENT.**
2. Registration is a two-step process:
  - a. You will complete the attached Registration Worksheet to create your course plan
  - b. You will enter your course requests in PowerSchool (LINK TO VIEW INSTRUCTION VIDEO: <https://tinyurl.com/y53ltcjb>)
3. To complete the registration worksheet:
  - a. List 8 primary courses as your first choices.
  - b. List at least 4 alternate courses as back-ups to your top choices.
  - c. The PowerPoint registration presentation is available on the Counseling Webpage. This will be useful to view the required courses for your grade level, promotion and graduation.
4. After you select your classes on the registration worksheet, please log in to your student PowerSchool account and follow the below directions. Link to the instruction video: <https://tinyurl.com/y53ltcjb>
  - a. Login to your Chromebook and go to google chrome where there is a green home screen with apps/sites listed. Please select "NCEdCloudIAM." If you do not have this page set as your homescreen, please go to CHS Website > Parents and Students > Technology > UCPS Student Start-up Page.



- b. After you access PowerSchool, you will see the following page. Click on "Class Registration"

**Navigation**

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Teacher Comments
- School Bulletin
- Class Registration**
- My Calendars
- School Information
- Schoolnet

**Grades and Attendance**

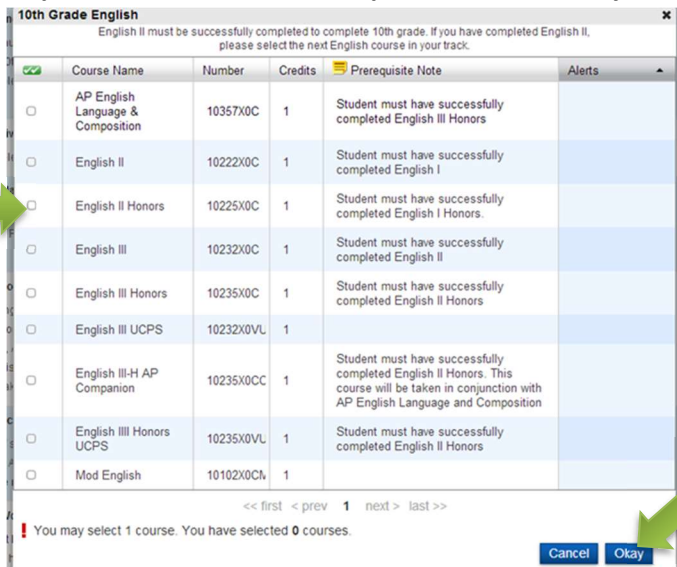
**Grades and Attendance:** [Redacted]

Exp	Last Week							This Week							Course
	M	T	W	H	F	S	S	M	T	W	H	F	S	S	
	Attendance By Class														
1(A)															Symphonic Band III - Honors * Ebert, Todd - Rm. A113
2(A)															AP Gov & Politics: US * Phaneuf, Wayne - Rm. E203
3(A)			2A												English II Honors * Ponikvar, Karen - Rm. G112
4(A)			2A												Pre-Calculus Honors * Marsden, Jodi L - Rm. E111
5(A)															AP Psychology NCVPHS * Morton, Debbie - Rm. E201

c. You will see this screen. Click on the pencil to see class options for each subject.



d. Click on the class you would like to request and select “Okay”. If you have met your graduations requirements, select “core requirements met” so your requests can be saved.



e. Select your 8 top choices and then select up to 6 alternates from the “alternates” category. You must select at least four alternate courses. If you are a rising junior or senior and plan to take CCP classes, you can enter that in the alternate section. Please keep in mind, we cannot guarantee CCP classes.

- If you are requesting to double-up in a core graduation requirement area, you must list the 2<sup>nd</sup> course request as an alternate. This option will be available depending upon space availability in the requested courses. There are no guarantees this will be possible.

**\*\* PLEASE NOTE: Your alternate selections are just as important as your first choices.** Please make sure you select courses that you want to take as these courses may appear on your schedule.

**5. Once you view the video presentation, you will have until March 14th to make your course selections. Powerschool is down the weekend of March 11th, so please plan accordingly.**

6. Beginning March 17th, students will meet with counselors individually to go over their registration selections. It is important you attend during your assigned time. Appointments will be held by homeroom, the schedule is available on the Counseling page of the CHS website.

7. If you plan on **FLEXING** or **GRADUATING EARLY**, you must bring the completed form to your counselor at the time of your registration appointment. Links to both of these forms can be found on the student registration screen in Power School.