

Homeroom instructions * February 19, 2020 * Cleaning / entering registration cards
(Rising 10th grade)

GENERAL DIRECTIONS – GO OVER WITH ALL STUDENTS

1. Have students pull out their registration card. If there are attached documents (AP forms, notes from parents), make sure they are STAPLED to their card.
2. Ensure that the demographic information at the top of the card is complete.
 - Give them time to complete it if necessary.
3. Have them count the number of classes they have selected – there should be EIGHT TOTAL front and back marked with X's.
 - If they have more or less than 8, they should add or remove a class to total eight.
4. Have them count the number of BOLD classes they have selected – there should be an EVEN number of bold classes (zero, two, four, or six).
 - If there is not an even number, they should change an elective class to create an even number of bold classes.
5. Have them look at the ALTERNATES listed in the boxes on the back of the card.
 - a. There should be THREE IN EACH BOX – three bolded classes in the left box and three not-bolded classes in the right box.
 - If they have not chosen alternates, give them time to do so.
 - b. If a class is listed in one box, it should not be listed in the other, even if it is taught both ways.
 - If there are repeated classes, given them time to remove them and select new alternates.
 - c. The classes listed as alternates should not be any of their original 8.
 - If there are repeated classes, give them time to remove them and select new alternates.
6. Pull up PAGE THREE of this document on your Promethean board. It gives students step-by-step instructions for entering courses into PowerSchool.
7. Allow students to access their Chromebooks and log in to PowerSchool to enter their course selections. They may use their cellphones if they have the PowerSchool App.
8. If students have questions about specific situations or courses, there are common Q & A's listed on the second page of this instruction sheet. **You do not need to go over these with all students.**
9. **After students have entered their classes, COLLECT ALL REGISTRATION CARDS.** (Please do not let any go home - even if they don't have signatures, contracts, etc. We will work with them during their registration appointment on these issues.)
 - Alphabetize the cards by student last name.
 - Highlight any students who were absent on your roster
 - Clip all the cards behind your roster.
 - Send them to Student Services with one student at the end of the homeroom period.

THANK YOU FOR YOUR HELP! Counselors will be in the hallways to answer questions during this time.
You may also call the main office to speak to a counselor if you have questions.

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COMMON QUESTIONS (and answers!) ABOUT REGISTRATION

Can I take consecutive electives in one year? No. Students may not sign up for consecutive electives in one year. (example: cannot sign up for Principles of Biomed and Human Body Systems, or Drafting I and Drafting 2)

Do I need a Fine Art / World Language / CTE class to graduate? No. Some may be required for college(s) but not for graduation.

Can I double up in math? Juniors may not double up in math. Sophomores can ONLY double up in math in the following situation: Freshman who have/had an A in NC Math 1 may register for Honors NC Math 2 and Honors NC Math 3.

Does AP US History replace American History? Students must take American History I in 11th grade and American History II 12th, OR AP US History in 11th plus any other social studies elective.

I want to do dual enrollment through CPCC (RISING JUNIORS AND SENIORS ONLY). Complete your card as if you were not taking these classes. All information about dual enrollment classes can be found at www.akvcs.com/CCP. If you enroll, your schedule will be adjusted at Amnesty Day as necessary.

I want to take online classes through NCVPS. Complete your card as if you were not taking these classes. These are in addition to the school day and only classes that are not taught at AK. All information about NCVPS and how to register for these classes can be found at www.akvc3.com/NCVPS.

I want to take a higher level of a Fine Arts class: Students should select the general program (Visual Art, Theatre, Chorus, Orchestra, or Band). Fine Arts teachers will provide counselors information on which specific level students should be placed in.

Do AP classes listed as alternates need to be on the AP contract? Yes, all AP classes on the card, including alternates, should be on the AP contract. NOTE: Do not send AP contracts or cards back with students at this point if they do not have all classes listed. Counselors will handle this during appointments.)

Will I have a chance to change my mind? Yes. There will be an Amnesty Day in May. Student may change any of their course requests at that time.

PowerSchool Registration Instructions 2020-2021

- 1) Log on to PowerSchool through NCEdCloud
 - 2) Click on the **Class Registration** icon on the left side of the screen.
 - 3) Follow the directions carefully to choose courses.
 - a. You must pick 8 courses and 6 alternates.
 - b. You should **ONLY** select the courses that you have already chosen on your registration card
 - c. The computer will not allow you to leave blanks unless instructed to do so.
 - 4) When you've selected your courses, click on the **Submit** button at the bottom of the screen. If you did everything as instructed, it will accept your requests. If you left something blank that is not supposed to be blank, it will not accept your choices.
 - 5) To view your requests, hit the **View Course Requests** link on the class registration screen.
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- If you cannot log on to PowerSchool: Look over your card to make sure it is complete and correct, and you will enter your selections during your registration appointment.
 - If you are requesting a course that is not on the card or listed in PowerSchool: You should use a placeholder for that course and your counselor will change it during your registration appointment. (Example: A rising 10th grader has completed French III and needs French IV –choose French III and the counselor will change it to the correct class at their appointment. Make sure to use a placeholder that is taught in the same format (A/B day or 4x4).
 - The system will not allow you to submit unless ALL fields are complete.
 - **ONLY ENTER COURSES ALREADY MARKED ON THE CARD. Do not make any changes at this time. If you are interested in changing a course selection, you can discuss that during your registration appointment.**