

Instructions for Reviewing or Changing Your Schedule in ClassChoice

Reviewing your Schedule

1. To access ClassChoice, log in to your Powerschool account. Look on the upper left-hand side and click on the box with the arrow. Then, click on ClassChoice. This will take you to the class change portal.

2. When you're logged in, you will see a screen (shown below) listing the course requests you selected during registration earlier this school year. You will also see your schedule for this upcoming school year. In the example below, the student got all the classes they requested and has a full schedule both A and B days. You will also see the graduation requirements you have fulfilled and those you still need to complete. (we have discovered a few glitches in the class coding, so don't panic if it isn't completely accurate - we are working on this).

If you are happy with your class schedule, there is nothing more you need to do.

Requests

Core	
2000 - Financial Literacy	Scheduled
7150 - Health II	Scheduled
4020 - Lang Arts 11 Honors	Scheduled
0200 - Release Time	Scheduled
5811M - Secondary Mathematics 3	Scheduled
6251 - US History II S1	Scheduled
6252 - US History II S2	Scheduled
Elective	
7720 - Ind Lifetime Activities	Scheduled
8803 - Intro to Auto	Scheduled
8353 - Medical Anatomy and Physiology	Scheduled
0205 - Release Time	Scheduled
4760 - Spanish III	Scheduled
8309 - Sports Medicine	Scheduled
7760 - Weight Training Adv (9-12)	Scheduled
Alternate	
8592 -	Not Scheduled
1750 - Band II Concert	Not Scheduled
8350 - Intro to Health Science	Not Scheduled
8247 - Marketing I	Not Scheduled
1940 - Social Dance	Not Scheduled
583MH - Study Skills Honors Math III Lab	Not Scheduled

Student Schedule

Year-Long 2020-2021		
Period	Semester 1	Semester 2
1	Health II Rm: 134	Weight Training Adv (9-12) Rm: W/1m/132
Edit	(Secrist, Reed) Lock Drop	(Reafearn, Justin) Lock Drop
2	Sports Medicine Rm: 132	
Edit	(Kittrell, Wane) Lock Drop	
3	Intro to Auto Rm: 306	Financial Literacy Rm: 214
Edit	(Porter, Sanford L) Lock Drop	(Gough, Dustin) Lock Drop
4	Medical Anatomy and Physiology Rm: 111	
Edit	(Hunt, Rod) Lock Drop	
5	Spanish III Rm: 212	
Edit	(Ward, Rob) Lock Drop	
6	Secondary Mathematics 3 Rm: 230	
Edit	(Coulam, Stephanie Marie) Lock Drop	
7	US History II S1 Rm: 216	US History II S2 Rm: 213
Edit	(Parker, Alaina) Lock Drop	(Parker, Jeffery) Lock Drop
8	Intro to Auto Rm: 306 (Cont. A3)	Release Time Rm: Sem
Edit	(Porter, Sanford L) Lock Drop	(Staff, Staff) Lock Drop
9	Release Time Rm: Sem	Ind Lifetime Activities Rm: Gym/103
Edit	(Staff, Staff) Lock Drop	(Reafearn, Justin) Lock Drop
10	Lang Arts 11 Honors Rm: 206	
Edit	(Mearthur, Jonathan Jay) Lock Drop	
PM		
Edit		
AM		
Edit		

Graduation Requirements

9th Grade		
Language Arts 9 (1.00)	Complete	
Math 1 (1.00)	Complete	
Science Foundations (1.00)	Complete	
Geography for Life (0.50)	Complete	
Physical Skills (0.50)	Complete	
Computer Literacy (0.50)	Complete	
10th Grade		
Language Arts 10 (1.00)	Complete	
Math 2 (1.00)	Complete	
Science Foundations (1.00)	Complete	
World Civilization (0.50)	Complete	
Fine Arts (0.50)	Complete	
Fitness for Life (0.50)	Complete	
Career Technology Ed (0.50)	Complete	
11th Grade		
Language Arts 11 (1.00)	Scheduled	
Math 3, Mathematics of Personal Finance (1.00)	Scheduled	
Science Elective (1.00)	Scheduled	
Fine Arts (0.50)	Complete	
Health (0.50)	Scheduled	
US History II (1.00)	Scheduled	
Fitness/PE Elective (0.50)	Complete	
12th Grade		
Language Arts 12 (1.00)	1.00 needed	
US Government (0.50)	.50 needed	
Social Science Elective (0.50)	Complete	
Financial Literacy (0.50)	Scheduled	
Fine Arts (0.50)	Complete	
Career Technology Ed (0.50)	Complete	
Electives (13.50)	4.50 needed	
	Required	32.00
	Completed	16.00
	Scheduled	10.00
	Needed	6.00

Changing your Schedule

PLEASE READ THESE INSTRUCTIONS CAREFULLY ALL THE WAY TO THE END BEFORE MAKING CHANGES

WARNING! This scheduling program is LIVE! Once you click "Save Changes," your schedule is changed. There is NO "Undo." You risk losing your spot in a class once you drop it because others are using the system at the same time.

1. Sketch out your schedule on paper before you make changes. This will help you ensure that you can fit every class where it needs to go and to see if there is availability in the classes when you want to take them before you start making live changes.

2. To see when a class is offered, and if it has open seats, hover over the course name/number in your requests.

In this example, the student is hovering over course number 2000, Financial Literacy. You can see that periods 3, 5, 7, 8 are open in Semester 1, but only periods 6 and 9 are open in semester 2. The numbers shown to the right of the teacher (ie: 3A Gough, Dustin (3/40 Open)) means that in 3A Semester 1, there are 3 seats open in that class. You can also refer to the Master Schedule spreadsheet found on the counseling website on the Class Choice page to see when classes are offered, but you will not be able to see which ones are full or unavailable for you to take on the Master Schedule spreadsheet.



Requests		
Core		
2000		cheduled
7150	Semester 1	cheduled
4020	3(A) Gough, Dustin (3/40 Open)	cheduled
0200	5(A) Gough, Dustin (1/40 Open)	cheduled
5811	7(A) Gough, Dustin (7/40 Open)	cheduled
6251	8(A) Judd, Stephen Glen (4/40 Open)	cheduled
6251	Semester 2	cheduled
6252		cheduled
	3(A) Gough, Dustin (0/40 Open)	
	4(A) Gough, Dustin (0/40 Open)	
7720	6(A) Gough, Dustin (1/40 Open)	cheduled
8803	9(A) Gough, Dustin (3/40 Open)	cheduled
8353	- Medical Anatomy and Physiology	Scheduled
0205	- Release Time	Scheduled
4760	- Spanish III	Scheduled
8309	- Sports Medicine	Scheduled
7760	- Weight Training Adv (9-12)	Scheduled
Alternate		
8592	-	<u>Not Scheduled</u>
1750	- Band II Concert	<u>Not Scheduled</u>
8350	- Intro to Health Science	<u>Not Scheduled</u>
8247	- Marketing I	<u>Not Scheduled</u>
1940	- Social Dance	<u>Not Scheduled</u>
6SSMH	- Study Skills Honors Math III Lab	<u>Not Scheduled</u>

3. To modify your schedule: If you have "holes" in your schedule (missing classes), or you want to change a class, click Edit under the period number for the class you want to change. You should not have holes in your schedule. You may have "Home Release" classes if you are a senior and you have enough credits to do so (Home Release classes DO NOT earn credit) or if you are enrolled in an online class. **PLEASE FILL ALL HOLES WITH A CLASS!**

Student Schedule

Year-Long 2020-2021		
Period	Semester 1	Semester 2
1 Edit	Health II Rm: 134 (Secrist, Reed) Lock Drop	Weight Training Adv (9-12) Rm: Wt/rm/132 (Redfearn, Justin) Lock Drop
2 Edit	Sports Medicine Rm: 132 (Kittrell, Wane) Lock Drop	
3 Edit	Intro to Auto Rm: 306 (Porter, Sanford L) Lock Drop	Financial Literacy Rm: 214 (Gough, Dustin) Lock Drop
4 Edit	Medical Anatomy and Physiology Rm: 111 (Hunt, Rod) Lock Drop	
5 Edit	Spanish III Rm: 212 (Ward, Rob) Lock Drop	
6 Edit	Secondary Mathematics 3 Rm: 230 (Coulam, Stephanie Marie) Lock Drop	
7 Edit	US History II S1 Rm: 216 (Parker, Alaina) Lock Drop	US History II S2 Rm: 213 (Parker, Jeffery) Lock Drop
8 Edit	Intro to Auto Rm: 306 (Cont. A3) (Porter, Sanford L) Lock Drop	Release Time Rm: Sem (Staff, Staff) Lock Drop
9 Edit	Release Time Rm: Sem (Staff, Staff) Lock Drop	Ind Lifetime Activities Rm: Gym/103 (Redfearn, Justin) Lock Drop
10 Edit	Lang Arts 11 Honors Rm: 206 (Mcarthur, Jonathan Jay) Lock Drop	

4. On the next screen, click on the full-year (2020-2021) or semester drop-down menus—they will show you which classes are available.

Some full-year classes (History, Seminary, some lab classes, etc.) are offered by semester, so

Modify Schedule: A1

A1 Year-Long 2020-2021 *** No Class Selected ***
Unavailable Classes

A1 Semester 1 Health II [HE] (.50) (Secrist, Reed) (2 open)

A1 Semester 2 *** No Class Selected ***

- Business Law [TT] (.50) (Hill, Paul F) (1 open)
- Child Development [TT] (.50) (Hansen, Shalise) (4 open)
- Fit For Life [HF] (.50) (Graft, Jay) (22 open)
- Guitar/Piano Level I [AR] (.50) (Moore, Terry) (4 open)
- Health II [HE] (.50) (Secrist, Reed) (2 open)
- Intro to Auto [TT] (1.00) (Porter, Sanford L) (11 open) *2 Periods
- Online Fitness for Life Parent Permission required [HF] (.50) (Kittrell, Wane) (30 open)
- Theater Foundations I [AR] (.50) (Whitman, Kim) (5 open)
- Weight Training Adv (9-12) [HO] (.50) (Redfearn, Justin) (4 open)

make sure to check under year-long and both semesters if there is a class you cannot find. HOWEVER, only classes that you are able to enroll in will appear. If you know a class is offered that period, but it's not showing, hover over "Unavailable Classes" to see why, it is probably full. Or it is a locked class, meaning you cannot get in or out without a teacher referral or some other form of permission.

If a class is FULL (0 open seats), it's FULL. Don't ask your counselor or the teacher if you can get into a full class. Classes will NOT be overfilled.

5. If you want to make a change, select an available class, and click the **Save Changes** button to lock it in. Click the **Cancel** button if you decide not to make a change. Be aware—the system has an audit trail that documents every change made.

6. When you are done with your schedule, click **Log Off** in the upper-right corner of the screen. Your schedule is ready for next year.

If you have questions, please reach out to your assigned counselor. Please be patient waiting for your question to be answered, as the counselors have a very large number of students to help during this time.

SCHS Counseling Staff		
Counselor Students A-D	Mr. JJ Esplin	jj.esplin@washk12.org
Counselor Students E-J	Mrs. Danielle Johnson	danielle.johnson@washk12.org
Counselor Students K-Q	Ms. Natalie Neva	natalie.neva@washk12.org
Counselor Students R-Z	Mr. Doug Meacham	doug.meacham@washk12.org
Registrar/Counseling Secretary	Mrs. Rhonda Brinkerhoff	rhonda.brinkerhoff@washk12.org
Counseling Secretary/Testing Coord.	Mrs. Rochelle Larsen	rochelle.larsen@washk12.org