

# 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	Student Schedule	Graduation Requirements																																																																																																																																																																														
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## 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.



Requests		
Core		
2000		eduled
Semester 1		
7150		eduled
4020	3(A) Gough, Dustin (3/40 Open)	eduled
0200	5(A) Gough, Dustin (1/40 Open)	eduled
	7(A) Gough, Dustin (7/40 Open)	eduled
5811	8(A) Judd, Stephen Glen (4/40 Open)	eduled
6251		eduled
Semester 2		
6252		eduled
	3(A) Gough, Dustin (0/40 Open)	
	4(A) Gough, Dustin (0/40 Open)	
7720	6(A) Gough, Dustin (1/40 Open)	eduled
8803	9(A) Gough, Dustin (3/40 Open)	eduled
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>
5SSMH	- 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 (Redfeam, 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

4. On the next screen, click on the full-year (2021-2022) 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

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.

<b>SCHS Counseling Staff</b>		
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