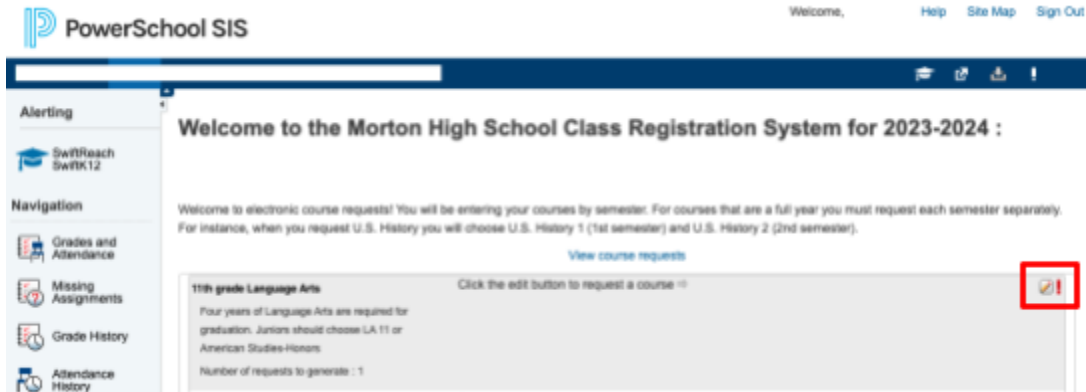
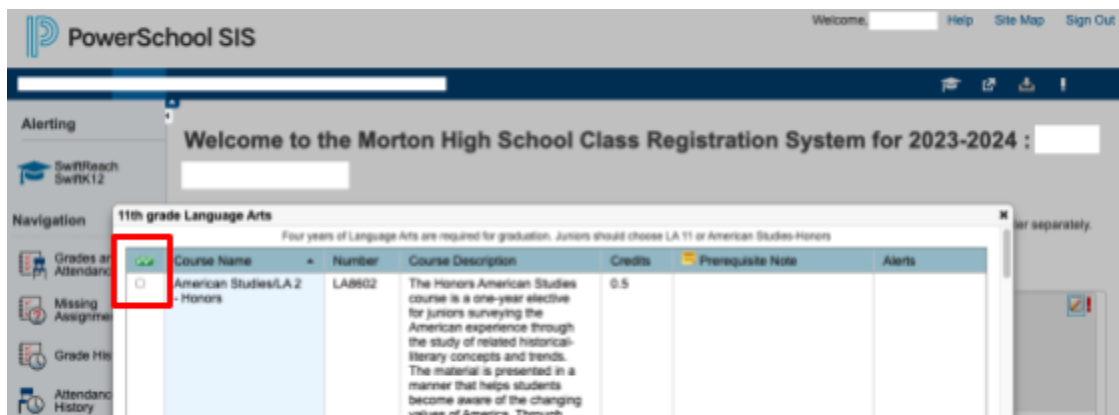


## Online Course Requests:

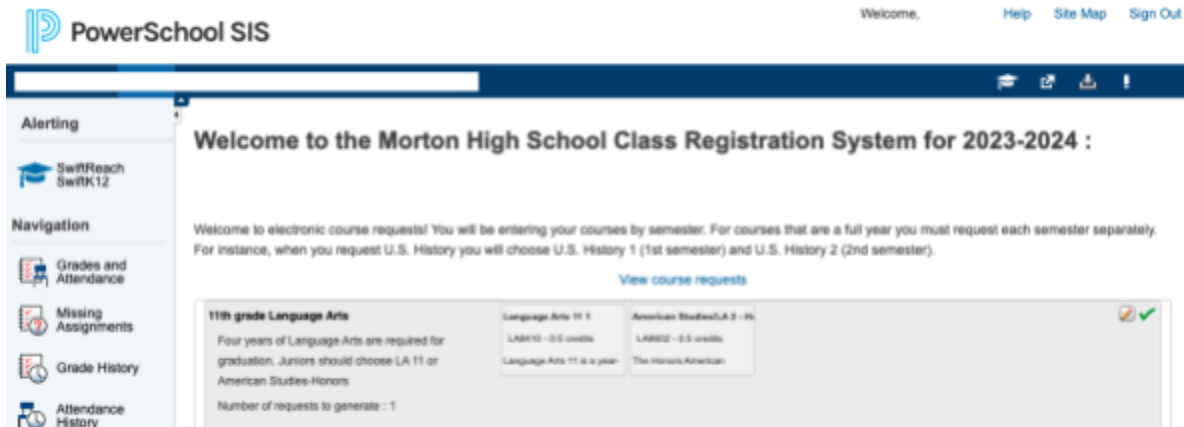
1. Login to PowerSchool website (not app!)
2. Click on “Class Registration” button in the left hand column.
3. Click on the pencil on the right side of the screen to begin selecting courses.



4. Select courses by clicking on the box to the left of the course name. When you have selected your courses from that subject, Scroll to the bottom and click on the “Okay” button.



5. Each subject with a red exclamation mark (!) must be completed with the correct number of requests. When the correct number of requests is made the red exclamation mark will turn into a green check mark (✓).



6. Don't forget to request alternate courses!!!
7. When the correct amount of courses has been selected, check the number of credits you have requested. For example:

Requires between 5.25 and 6.75 credit hours.  
Requesting 5.25 credit hours.

## **Frequently asked questions:**

### **How do I register for a class that is a full year?**

You must request 2 semesters of a full year class.

### **What do all the numbers mean?**

Mainly, the numbers indicate the semester of the class. For example, U.S. History 1 is the first semester of U.S. History. U.S. History 2 is the second semester of U.S. History. However, the following classes use a number to indicate the level of the class: Foods 1, Foods 2, Creative Fashions 1, Creative Fashions 2, and Economics 1. In these cases, you can register for one class, or both. Not all classes will have a number, because they can be scheduled in any semester.

### **But what about the Modern Language and Algebra classes? They have two different numbers!**

The first number indicates the level and the last number indicates the semester. For example, Spanish 1 1 is Spanish 1 during the first semester. Spanish 1 2 is Spanish 1 during the second semester. French 3 1 is French 3 during the first semester. French 3 2 is French 3 during the second semester.

### **Why the paper copies?**

Consider it a worksheet for planning your courses and verification that you discussed your courses with your parent/guardian. For current high school students, the paper copies will be collected in your student's Potter Hour classes on February 3rd. MJHS students should return the forms to their school's main office by February 3rd.

\*Blessed and Bethel students should return their forms to the MHS office by February 3rd. **Pre-registration steps must be completed in order to process course requests. Information on how to complete the pre-registration process can be found in the registration packet your student received. If you have any questions about pre-registration, please contact Mrs. Hornsby at [sara.hornsby@mcusd709.org](mailto:sara.hornsby@mcusd709.org) or (309)284-6080.**

### **We picked out classes from the course description book, but they aren't an option online. Why?**

Many different factors go into deciding what courses we can offer. If they aren't an option online then they may not be offered next year, which is why we strongly encourage you to pick alternate classes that you have a genuine interest in taking.

### **When can I request courses?**

Online registration is open in PowerSchool from January 27th until the deadline detailed below. If you do not register online by the deadline, please contact your counselor. If you do not have access to the internet, please indicate that on the course request form.

### **Where are course selection resources located?**

The course description guide, full list of course offerings, and other helpful information can be found on the MHS website under the Counseling tab (<https://mhs.morton709.org/>).

**Remember—Online registration must be completed and  
a course request form must be turned in by February 3rd!**