

DIRECTIONS FOR ON-LINE CLASS SELECTIONS FOR 2018-2019

Items to consider and understand:

- ✓ What is required to graduate?
- ✓ What is required to meet Qualified Admissions for Kansas Colleges?
- ✓ What is required to be a Kansas Scholars Curriculum Completer if you choose to be so designated?
- ✓ What is required to select a dual credit or “College Release” class on your schedule? *(for juniors and seniors only)*
- ✓ What out-of-state college admission criteria is required to ensure you meet their guidelines by the time you graduate? Contact them.

It is very important you select the classes you really want to take next year as the Master Schedule is built based on what students select in the spring. Below are the directions to select classes for the 2018-2019 classes:

1. Before enrolling on-line *STUDY* the Enrollment Guide to know what is required and what is offered for the 2018-2019 school year. **View the Enrollment Guide at www.usd385.org.**
 - a. From the top banner, click “**Schools**”, then select “**Andover High**”
 - b. From the top banner, click “**Counseling**”
 - c. From the left side under **Counseling Navigation**, click “**Enrollment**”
 - d. Under the **Pre-Enrollment Resources**, click “**Enrollment Guide**”
2. If you have questions about classes and wish to discuss them with a counselor please stop by and sign up for a pass.
3. On-line course registration will be available through PowerSchool from Wednesday, February 21 through Thursday, March 2.
4. Directions to select your next year’s classes on-line:

*Follow the directions, carefully paying close attention to the course names and numbers to make sure you are selecting the right class (refer to the **Approved Curriculum list found in the Enrollment Guide**).*

- a. Log on by typing in the **student’s** PowerSchool user name and password.
- b. From the left side menu, click on **Class Registration**.
 1. *On the Class Registration screen, a list of **Course Groups** will appear.*
 2. *Click on the **Pencil** icon to the right of the **Course Group**, a list of classes for that group will appear.*
 3. *Click on the box to the left of the classes you are selecting; it will place a check mark within the box, and then click **OK**.*
 - a. *When you have selected the correct number of classes in each group, a green check mark will appear to the far right indicating you have finished that group. **REPEAT Steps 2 & 3 for ALL Groups, including the “Alternate” Class Group.***
 4. **NOTE:** *Please make sure you choose 2-4 classes from the “Alternate” Class Group.*
- c. When you are done with all Course Groups, click “**Submit**”. A list of your selected classes will appear. If you did not select enough classes a message will appear alerting you to go back and add additional courses.

If you have questions please call an AHS counselor at 218-4203.

Students may also sign up in the counselor’s office to discuss their next year schedule with a counselor.