RHHS PowerSchool Instructions for Course Selections

1. **Course selections must be made in the PowerSchool Parent Portal.** Review graduation requirements, course descriptions and prerequisites in the *Program of Studies* which can be found online at https://rhhs.rockyhillps.com/docsandlinks

2. **Be sure to read and follow the information at the top of the Course Selection page before you begin**.

3. Pay attention to the **prerequisites** that are listed for the courses you want to take. If you do not meet these prerequisites, you will not be allowed to sign up for the courses.

4. Recommendations are made by teachers in PowerSchool and will be identified on the course registration screen. Students are strongly encouraged to follow the teacher recommendations. However, if students want to request a different level, they should speak to their current teacher.
   - If teachers agree with the different level, teachers can change the recommendation in PowerSchool.
   - If teachers do NOT agree, students should see their counselor to discuss and complete the "Request for Change in Level" form and return to Guidance by **February 11, 2022**. "Request for Change in Level" forms returned after the deadline will be reviewed at the beginning of the school-year.

   Again, check the Course Descriptions online for specific prerequisites and ask your teachers about recommendations BEFORE selecting your courses.

5. All **course requests must be completed by February 11, 2022.** On **February 11, 2022**, the on-line registration process will end and the portal will be closed.

How To Select Classes For Next Year Online via PowerSchool

- Log into the PowerSchool Parent Portal at: **https://rockyhill.powerschool.com/public/**

- Once on the main portal page,

  Click the "Class Registration" icon on the left hand menu.

- On the Class Registration screen, subject areas available to your grade level are listed on the left with special instructions/explanations.
- On the right side, each subject area has a **green** checkmark ✔ or a **red** exclamation point ❗ .

The **red** exclamation point ❗ means it is a REQUIRED subject area and you MUST select a course or courses from the list. For example, English will have an ❗ and you must select an English course by clicking the edit button.

The **green** checkmark ✔ means it is a NON-REQUIRED subject area – but you MAY choose a course by clicking on the edit button.

You must choose an Alternative Elective.

- Follow the instructions as you click on each subject area. Click on the pencil icon to select 🖉 courses from each area. The Course Request pop-up window appears.

- As you click on each subject area, take note of any prerequisite information

☑	Course Name	Number	Credits	📒 Prerequisite Note	Alerts
☐	Applied Math (G)	410	1	Teacher recommendation required.	
☐	Algebra II FY (A)	432	1	Successful completion of Algebra I is required to take this course.	
☐	Algebra II FY (G)	434	1	Successful completion of Algebra I is required to take this course.	
☐	Geometry FY (A)	422	1	Successful completion of Algebra I or recommendation from 8th grade teacher is required to take this course.	

...or any alerts.

Alerts

Recommended
🏫 Matthew Bennett

- Select the checkbox to the left of the course name of any course you want to request. Note: Use the course # reference sheet to assist in this process.

- To save your selection for the subject area, click **Okay** at the bottom of the pop-up page.

<< first < prev 1 2 next > last >>

✔ You may select 1 course. You have selected **1** course.

Cancel   Okay
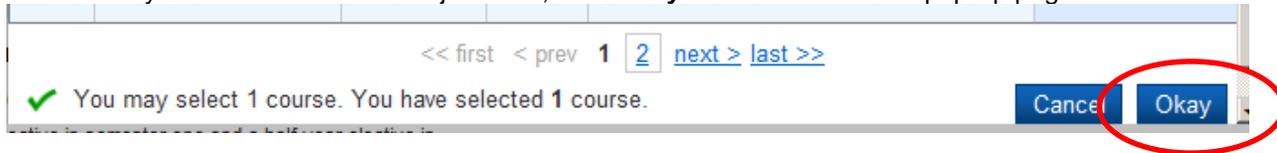
- Notice that at the bottom, selections are tracked so you know how many courses you have selected so far in that subject area. You must select a minimum of 7 credits, PLUS an alternate course.

- Each time you make a selection, it will appear as a "boxed" course in the middle of the main page. As each subject area is completed, a **green** checkmark ✔ will appear.

12th Grade English Please select one English class based on your teacher recommendation.	Journalism (A) S2 137 - 0.5 credits	Authors I (A) S1 138 - 0.5 credits	📝 ✔
12th Grade Math Please select one Math class based on teacher recommendation	Pre-Calculus FY(A) 442 - 1 credits 📒	Prob & Stat FY(A) 456 - 1 credits 📒	📝 ✔
12 Grade Social Studies Please select one Social Studies class based on teacher recommendation.		Click the edit button to request a course ⇒	📝 ❗
12th Grade Science Please select one science class based on teacher recommendation.		Click the edit button to request a course ⇒	📝 ❗
12th Grade World Langauge You may select one World Language course based on teacher recommendation.		Click the edit button to request a course ⇒	📝 ✔
12th Grade Electives Please select one full year elective or a half year elective in semester one and a half year elective in semester two.		Click the edit button to request a course ⇒	📝 ❗
		Requires between 6 and 8 credit hours. Requesting **3** credit hours.	❗

- Repeat these steps for each subject area course request.
- Be sure to select at least 7 credit hours of coursework for each semester.
- You must select an alternative course (either one full-year or two ½ year classes in both Semester 1 and Semester 2) to serve as a backup to your first elective.
- Do not choose the same class for each semester (i.e., can NOT take both 180 Psychology S1 AND 181 Psychology S2 since these are the same classes but offered different semesters, so can only choose one) unless it's music.
- The total required credit hours is identified at the bottom of the screen and is updated each time you make a selection. The **red** exclamation point ❗ will remain until all credit hour requirements are met.
- When you see a **green** checkmark ✔ at the bottom of the page, you have successfully completed the process.
- Save your selections. **PowerSchool will not allow you to submit if you have not selected the correct number of classes, plus the alternative.**
- Course requests may be reviewed by clicking "**View course requests**" at the top of the page.
- Once you are finished, click on "**Logout**" at the top of the page.

*** **DEADLINE IS FEBRUARY 11, 2022** ***