

INSTRUCTIONS FOR 2019-20 COURSE REQUESTS

Step 1: Complete the Course Request Form/CRF.

1. On your CRF form select 15 classes for the 2019-20 school year. Discuss your options with your parents and obtain teacher input as needed. Resources such as the course catalog, PUSD graduation requirements and UC/CSU a-g college entrance requirements can be found at www.powayusd.com/dnhs/, under *Counseling*.
2. Choose courses for each academic area in addition to PE, off roll and electives. Place an **X** in the course checkbox and indicate the number of classes in the "Class Total" box. When all courses are chosen, the total number of classes must equal 15. This includes all electives and off roll.
3. If taking any honors or AP courses, obtain teacher initials on CRF.
4. Please select courses carefully. Remember you are choosing courses for your entire 2019-20 school year. We create the number of sections for each course based on your requests. Future change requests may not be possible.

Step 2: Complete the online portion of your course registration between 2/15 – 3/15.

When you have completed your Course Request Form, including teacher and parent signatures, **log on to**

<https://myplan.powayusd.com>. If you do not have internet access at home, computers are available in the library or Nighthawk Center before or after school, and also during break or lunch.

1. Use your Novell username and password to log in. This will take you to your homepage.
2. Click "**Student VUE**" then click "**COURSE REQUEST**" under the navigation toolbar.
3. Click the bar that says "**Click here to change course requests**".
4. Enter **Course ID Number** from your Course Request Form, and then click "**Search Courses**".

To ensure your courses are in the correct sequence, it is **crucial that you search by and enter the correct Course ID Number**. Do NOT search for courses by department or subject. Refer to your Course Request Form for the Course ID number and double check it before entering.

5. Once the course appears, click to fill in the "**Request**" bubble under the "Action" column. Then click the bar "**click here to move selected requests to selected course requests**". *Remember each core course has a Part 1 and a Part 2 (e.g. English 3 and English 4 = 2 out of 15 classes).*
6. Repeat steps 4 and 5 until you have selected each of the 15 classes on your Course Request Form.

Reminder: If you are selecting a year-long elective (e.g. orchestra, yearbook), be sure to select the second level twice. For example: Orchestra 1 – Orchestra 2 – Orchestra 2.

7. When all 15 classes have been chosen, press "**click here to return to course request summary**".
8. Verify that the 15 classes you have selected are correct. It is not necessary to lock your courses.
9. PRINT SCREEN your selection of classes and staple it to your CRF.

Step 3: DUE to HOMEROOM TEACHER March 15th: Course Request Form, "Print Screen" copy of your online selection, and your AP Contract (if selecting AP courses).

Questions regarding your student's course selection?

Parent/Student Q & A Drop-Ins

February 27th 2:00 – 4:30 p.m. and March 4th 2:00 – 4:30 p.m.

DNHS Staff Lounge