Step 1: Complete the Course Request Form (CRF)
1. Discuss your choices with your parents and obtain teacher input as needed. On the PHS Counseling website you will find the course catalog, sample 4-year plans, a-g college requirements and other resources.
2. You will be selecting 15 courses total for the entire year. If you want to request an Off Roll in any trimester, be sure to request it as one of your 15.
3. Please select courses carefully. Remember you are choosing courses for your entire school year. We create the number of sections and hire teachers based on your selections.

If you do not have Internet access at home, please use a computer in the school library to complete the online registration process. Please note ONLY students are able to log on.
1. Use your PUSD username and password to log in. This will take you to your homepage.
2. Click COURSE REQUEST located on the left-hand side under the navigation toolbar.
3. Click the bar that says “Click here to change course requests.”
4. NOTE: DO NOT SEARCH BY DEPARTMENT OR SUBJECT.
   Enter ONLY Course ID Number from your Course Request Form, then click “Search Courses”.
5. Once the course appears, click to fill in the “Request” bubble. Then click the bar: “click here to move selected requests to selected course requests.” Remember typically each core course has a Part 1 and a Part 2 (i.e. English 3 and English 4 = 2 out of 15 classes).
6. Repeat steps 4 and 5 until you have selected each of the 15 courses from your Course Request Form.
7. Once you have chosen your 15 classes press the “click here to return to course request summary” button.
8. VERIFY that the 15 courses selected are correct.
   Do not request PUSD Virtual classes through this online registration window. PUSD Virtual classes are requested via the paper CRF form and inputted by your counselor.
9. Click the “lock course requests” button.

   TIP: You cannot make changes to your selections once you have locked them. Please double check your selections before pressing “lock course requests.”

Step 3: Return your signed and completed Course Request Form by the due date designated by your middle school.

If you encountered any problems, don’t panic. Simply attach a note to your Course Request Form explaining the problem. Counselors will receive your note and make the necessary changes.