



**Step 1: Select 15 course trimesters on the Course Request Worksheet CRW** - Discuss your choices with your parents and obtain teacher input as needed. On the MCHS website and <https://www.smores.com/2ejf7> you will find the course descriptions, sample 4-year plans, A-G College Requirements, and many other resources. The trimester system provides students an opportunity to earn up to 75 credits each year when only 60 are needed for Graduation. Off-roll can be used to offset a heavy course load, to ensure 5<sup>th</sup> period availability for athletics, or to honor other commitments. Off-roll does not appear on the transcript.

**TIP:** If you want an “off-roll” in any trimester, be sure to request it as one of your 15.

Remember you are choosing courses for the entire 2019-2020 school year. Please select courses carefully.  
**We create the master schedule based on your selections.**

**Step 2: Log on to:** <https://sis.powayusd.com> Course selection is only available in StudentVue.

Use your Novell username and password to log in. This will take you to your homepage.

1. Click **COURSE REQUEST** located on the left-hand side under the navigation toolbar.
2. Click the bar that says “**Click here to change course requests.**”
3. Enter the Course ID Number(s) **from your Worksheet**, then click “**Search Courses**”.

**TIP:** In order to get your courses in the correct sequence, it is crucial that you enter the correct Course ID number. Do NOT search and select courses by department, title or subject. **USE ONLY COURSE NUMBERS LISTED ON THE WORKSHEET** and double check it before entering.

4. 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 trimester selected counts as one of your 15 classes (i.e., AP Art History = 3, Physics 1-2 = 2)
5. Repeat steps 4 and 5 until you have selected all **15 classes** from your Course Request Worksheet. Be sure to **select ALTERNATES for your Electives!**

**TIP:** If you are selecting a year-long course (i.e. orchestra, yearbook, AP courses), be sure to enter **all 3** course numbers - one for each trimester (even if the number appears to be a duplicate).

6. Once you have chosen your 15 classes press the “**click here to return to course request summary**” button. Verify that the 15 classes you have selected are correct. Verify that you have entered course numbers from the Course Request Worksheet. **DO NOT LOCK YOUR COURSES!**
7. Remember to **enter alternates for electives**.

Feb 12	Homeroom presentation of Course Selection (CRW) process
Feb 13 – March 28	Counselors will meet individually with students during Language Arts
February 15	Online “window” OPENS for Course Selection
March 7, 12:30-4:30	Parent Q & A in Sun Center
March 31	DEADLINE: Online “window” CLOSES AT 11 pm

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**\*WE STRONGLY RECOMMEND ENTERING YOUR COURSES ASAP!**