



Course Request Instructions

Please note–You will have thirty minutes to complete this process or you may be timed out by the PowerSchool server and your requests may not be entered.

1. Login to your PowerSchool Account.
2. Select the [Class Registration] icon in the Navigation side pane on the left.
3. Click the [View course requests] link above the list of elective options.

Welcome to the Notre Dame Academy Class Registration System for 2012-2013 :

The link below takes you to the PowerSchool Information page on the NDA web site where you may download a PDF copy of the Course Request Instructions for Students and Parents guide.
[Course Request Instructions for Students and Parents](#)

Students will be meeting with their academic counselors to discuss their course requests for next year. If you see an error on your list of requests, please speak with your guidance counselor as soon as possible.

Seniors normally take 6 credits. All seniors must request at least 5 credits. This page is designed for the typical NDA student advancing from the junior to senior year. If you are a transfer student or must take a course other than one listed on the pop-up list, you should meet with your counselor to correct the course request listed as soon as possible. Be sure to click the [Submit] button at the bottom of the screen when you are finished or none of the requests will be entered in the system. There is a thirty minute time limit to complete this page.

If you disagree with any of the faculty recommendations to take a college preparatory level course and wish to request an honors level course instead, you must download the Alternative Course Request Form available by clicking the following link. In certain other circumstances you may also be instructed to submit this form. The form must be filled out and returned to the school office no later than March 14, 2012. Failure to submit this form on time will result in the course originally recommended being reinstated as the course request.
[Alternative Course Request Form](#)

[View course requests](#)

4. The list of course recommendations entered for the core courses by the various departments will be displayed. Please review those courses and their academic levels. Make note of the total number of credit hours the core courses represent as you plan which elective courses you will request.

2011-2012 Course Requests

Crs Num	Course	Type	Cr Hrs
1. 40102	DemoReligion	Required	1.00
2. 40104	DemoEnglish	Required	1.00
3. 40105	DemoMath	Required	1.00
4. 40106	DemoScience	Required	1.00
5. 40109	DemoHistorySS	Required	1.00
Total Credit Hours Requested			5.00

- Select the [Class Registration] icon again to return to the elective course request page and begin selecting your elective course requests. You may see more elective groups than you actually need to use to submit your requests. Use only those groups you require to enter enough elective requests to fill your schedule. Begin by clicking the [edit button] with the pencil icon located on the right side of the group to view the list of courses available within that course request group.



- Click the checkbox to the left of the name of the elective course you wish to request. You will see the note at the bottom update to indicate that you have made a selection. Click the [Okay] button at the bottom right to complete the submission of that request.

Elective 1

Pick one course from elective group 1.

	Course Name	Number	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	DemoElective1	40110	1		
<input type="checkbox"/>	DemoElective2	40111	1		

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✔ You may select up to 1 course. You have selected 1 course.

- Repeat steps 5 and 6 until you have entered all of your elective course requests. When you have finished, check the total credit hours you are requesting and make sure that the total will complete your schedule for next year. **You must click the [Submit] button at the bottom of the main Class Registration page to finalize the entry of your requests into PowerSchool.** If you do not click the submit button, none of your requests will be entered.
- After you submit your requests, you will automatically return to the [View course requests] link page for the upcoming school year. All of the course requests should appear. Check once more to make sure that all the course names are correct and that the total number of credits is correct and represents a full schedule of courses for your situation.

	Crs Num	Course	Type	Cr Hrs
1.	40102	DemoReligion	Required	1.00
2.	40104	DemoEnglish	Required	1.00
3.	40105	DemoMath	Required	1.00
4.	40106	DemoScience	Required	1.00
5.	40109	DemoHistorySS	Required	1.00
6.	40111	DemoElective2	Elective	1.00
7.	40206	DemoElective5	Elective	1.00
Total Credit Hours Requested				7.00

- This completes the course request data entry process. Please remember to click the [Sign Out] link in the upper-right corner to end your session.

Changing An Elective Request Or Correcting An Error While the Course Request Window is Open

The elective course requests are not locked until the window for making requests closes. If you wish to change an elective request or notice an error in the elective course requests before the end of the week when requests are being entered, follow these steps.

1. Login to your PowerSchool Account.
2. Select the [Class Registration] icon.
3. Select the edit button with the pencil icon along the right edge for the elective course request you wish to change.
4. Select the checkbox to the left of the course name of a different elective course if you want to change the course request within that group. This will automatically delete your current course request and replace it with the new one. If you wish to remove that course request entirely and replace it a request from another group, deselect the checkbox next to the current elective choice so that none of the checkboxes in that group are selected. Click the [Okay] button to complete the change. You may then select a different course request from the other group.
5. Click the [Submit] button to finalize the changed course request.
6. You will automatically be taken to the [View course requests] link page where you can confirm that the change has been entered.
7. Click the [Logout] button to end your session.

Changing An Elective Request Or Correcting An Error After the Course Request Window Is Closed

There will be a few weeks in the course selection process after the course selection window closes when the counselors will meet with students to review their course selections. Students may make an appointment with their academic counselor to request a change during this time. Only the counselors may make a request change in the PowerSchool system during this time frame. Students and parents can monitor their course requests by clicking on the [Class Registration] icon on their PowerSchool home page any time during the process when the course request window is closed. A deadline date will be published for when this review process will be completed. Student initiated requests to change a course request after that deadline date may not be accepted.

Changing A Core Course Request That Was Entered As The Department Recommendation

Students or parents who disagree with a core course request that is entered must submit the Alternate Course Request Form by the published deadline date. That form is available as a PDF download on the Notre Dame Academy web page at:

Current Parents (or Current Students) > PowerSchool Information

or at this direct link:

<http://www.ndapandas.org/Home/CurrentStudents/PowerSchoolInformation/tabid/586/Default.aspx>