



# Entering Course Requests Incoming 9<sup>th</sup> Grade

\*Online Portal will be open Friday January 14<sup>th</sup> through Monday January 24<sup>th</sup>\*

1. Fill out your hard copy **Course Selection Worksheet**.  
(This is posted online)
2. Log into a computer
3. Access the AACPS homepage at [www.aacps.org](http://www.aacps.org) and then choose the “Student” tab.
4. Open your **ClassLinks** page
5. Locate the **PowerSchool Student Portal App** and sign in using your AACPS log in and password
6. Once in the app:
  - a. To access your course selection form, click **Class Registration** on the left navigation bar.
  - b. There will be a Registration page. Sample is below.

Follow the directions to select the courses the student will take in the 9th grade.

<b>MATH</b> Select the S1 and S2 classes	<b>Consumer Math</b> 10001A - 1 credits This is comprehensive	<b>Consumer Math</b> 10001B - 1 credits This is comprehensive			
<b>ENGLISH</b> Select the S1 and S2 courses	<b>English 9</b> 12001A - 1 credits In this full-year freshman-	<b>English 9</b> 12001B - 1 credits In this full-year freshman-			
<b>SCIENCE</b> Select the S1 and S2 courses	<b>Biology</b> 11003A - 1 credits Biology is the study of living	<b>Biology</b> 11003B - 1 credits Biology is the study of living			
<b>SOCIAL STUDIES</b> Select the S1 and S2 courses	<b>U.S. History</b> 13001A - 1 credits United States History	<b>U.S. History</b> 13001B - 1 credits United States History			
<b>PE/HEALTH</b> Select 1 PE and 1 Health	<b>PhysEd 9</b> 16001 - 0.5 credits Freshman foundations is a	<b>Health 9</b> HE09 - 0.5 credits This course is designed as			
<b>WORLD LANGUAGE</b> Select 1 World Language	<b>Spanish I</b> 15001 - 0.5 credits This class serves as an				
<b>ELECTIVES</b> Select 5 electives	<b>Word Processing</b> 14002 - 0.5 credits Word Processing teaches	<b>Working with Excel</b> 14004 - 0.5 credits	<b>Chorus</b> 18002 - 0.5 credits Chorus is an introductory	<b>Introduction to Electronics</b> 20001 - 0.5 credits This course is designed for	<b>Art</b> ART9 - 0.5 credits Let's build on our skills in
<b>ALTERNATES</b> Select 2 additional electives as your alternates	<b>Computer Applications</b> CS1002 - 0.5 credits Computers are prevalent in	<b>Chamber Singers</b> MUS2000 - 1 credits Chamber Singers is a group			

- c. Go through each section, they line up to your hard copy Course Selection Worksheet, choosing the classes you would like for School Year 2022-2023. Make sure that you have a **Green checkmark** for each of the sections. **Some course selections will already be selected for you.**

Course Catalog

	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>



- d. Be sure to choose alternates, two for each semester, so that there are additional options if your electives are not offered or do not fit into your schedule.
- e. Once you have chosen what you need from each section, click **Submit**, you will see a list of the requested courses on the View Requests screen. Sample below.

View Requests for 2019-2020 (Scheduling High School 19)

Ackerman, Bob 8 13309 SFS

Cr# Num	Course	Type	Cr Hrs	
1. 10001A	Consumer Math	Required	1.00	
2. 10001B	Consumer Math	Required	1.00	
3. 11003A	Biology	Required	1.00	
4. 11003B	Biology	Required	1.00	
5. 12001A	English 9	Required	1.00	
6. 12001B	English 9	Required	1.00	
7. 13001A	U.S. History	Required	1.00	
8. 13001B	U.S. History	Required	1.00	
9. 15001	Spanish I	Required	0.50	
10. 16001	PhysEd 9	Required	0.50	
11. HE09	Health 9	Required	0.50	
12. 14002	Word Processing	Elective	0.50	
13. 14004	Working with Excel	Elective	0.50	
14. 15002	Chorus	Elective	0.50	
15. 20001	Introduction to Electronics I	Elective	0.50	
16. ART9	Art	Elective	0.50	
			Total Credit Hours Requested	12.00
1. CS1002	Computer Applications	Alternate	0.50	
2. MUS2000	Chamber Singers	Alternate	1.00	
			Total Alternate Hours Requested	1.50

#### PLEASE NOTE:

- **Course requests are just that, requests. Some classes will be full and/or not offered and so alternate classes may need to be chosen.**
- **Order of classes is not determined until student schedules are loaded into the system in May/June.**
- **If you want to be considered for a class, you must request it. We will not be able to gauge interest in a course if students do not request it.**
- **Some courses may not run due to staffing or request numbers. Verifications with final requests will be available in March/April so that changes can be made, and alternate courses can be requested if classes are not going to run.**
- **Questions about course selection can be answered at the Virtual Scheduling Night for the 2022-2023 School Year Q&A or they can contact their current specific School Counselor.**