

Viewing and Changing Your Schedule in Class Choice

**PLEASE READ!! If Class Choice suddenly stops working, please go to your browser settings and [clear cookies](#). Then, log back in through Powerschool.*

1. **Log in to your Powerschool account to access Class Choice:** In the upper right hand corner, click on the box with an arrow. Then, click on Class Choice-Student. If you are happy with your class schedule, there is nothing you need to do.
- **If you are using a phone, do not use the app. Log in at: <https://powerschool.washk12.org/>**
2. After you're logged in, you will see a screen with your schedule for this school year. The *Graduation Requirements* section will help you make sure you don't drop anything you need ("credits needed" may not be accurate! It is just a guide). The *Requests* section shows the classes you chose during registration last year.

WARNING! This scheduling program is LIVE! Once you click "Save Changes," your schedule is changed. There is NO "Undo." You risk losing your spot in a class once you drop it because others are using the system at the same time. PLEASE READ THESE INSTRUCTIONS CAREFULLY.

3. **To modify your schedule:** To make change a class, click "Edit" under the period number for the period you want to modify. You can also look at the Master Schedule to see when *all* classes are taught.
4. Click on the drop down menus to see what classes are available that period.

You will only see *available* classes. If you know a class is offered that period but it's not showing, hover over "Unavailable Classes" to see why- it is either full or you don't meet requirements.

Choose a new class *or* select "No Class Selected" to *drop* a class and click "Save." **You must drop a class before you can add the same class in a different period.**

If a class is FULL (0 open seats), it's FULL. Don't ask your counselor or the teacher if you can get into a full class. Classes cannot be overfilled.

5. Click the **Save Changes** button to lock in your changes. Click the Cancel button if you decide not to make a change. Be aware—the system has an audit trail that documents every change made.
6. When you are done with your schedule, click Log off in the upper-right corner of the screen. All your changes will be saved.