



Entering Course Requests for Rising 10th-12th Grade Students

Online Portal will be open Wednesday January 21 through Wednesday, January 28

1. Fill out your hard copy [Course Selection Worksheet](#) for your grade level.
Worksheets are on the Counseling Center website.
2. Log into a desktop computer. Do NOT use a phone or tablet.
3. Access the AACPS homepage at 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 login and password
6. Once in the app:
 - To access your course selection form, click **Class Registration** on the left navigation bar.
 - A sample registration page is below.

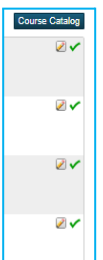
English Click the edit button to request a course ⇒
Choose a s1 and a s2 course
Number of requests to generate : 1

Social Studies Click the edit button to request a course ⇒
Choose a s1 and a s2 course. The required course this year is World History.
Number of requests to generate : 1

Science Click the edit button to request a course ⇒
Choose a s1 and a s2 course
Number of requests to generate : 1

Math Click the edit button to request a course ⇒
Choose a s1 and a s2 course
Number of requests to generate : 1

- Please read the paragraph at the top of the registration page.
- Go through each section and select what courses you would like to take next school year. The online request form lines up to your hard copy **Course Selection Worksheet**.
- You must have a **green check mark** next to each section. ***If you have already met a specific graduation requirement for a given section, you still must choose the class in order to obtain a green checkmark and be able to complete your request form. For example, all sophomores and juniors must register for Health and you cannot submit your request form without this. If you have already completed the requirement at a previous school, still complete all required sections so you receive a green check mark and your School Counselor will correct your selections during your February meeting.**
- Teacher recommendations will be listed for each of your **core** classes (**some courses will already be requested for you**). This is where your current teachers feel you would be best placed for next school year. Please remember that a teacher is recommending you for ONE course but you are requesting for an entire course load. Even if you are recommended to all honors for your core classes, you may only want to select a few to have a more balanced workload.
- If you need to repeat a **previously failed course**, select these courses under the **Repeat** Courses pencil page.





- 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. All alternate courses must be classes you wish to take. They will be used by your school counselor if your original requests cannot work in your schedule.
- 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. **Please print this for your records.**

SPECIFIC COURSE INSTRUCTIONS

- When selecting electives that **require an audition** for the course, please select the course online and you will be notified when auditions will take place. Selecting this course on your registration page does not guarantee enrollment in the course.
- When Requesting **Daily Algebra 2** Choose ONLY Sem: Alg 2 in the math section.
- When choosing **AP Calculus AB**:
 - Choose both AP Calculus AB AND Sem: AP Calc AB. AP Calculus AB is a DAILY class.

A few notes:

- If you would like to see what classes you have already taken (credits you have already earned), click on the Grade History tab on the left navigation bar. You can click through each year you have been enrolled in AACPS and see the courses you took and grades you earned. This may help you decide what graduation credits you have already earned and which ones you may still need. Course requests are just that, requests. Some classes will be full and/or not offered and so alternate classes may need to be chosen.
- 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 be offered.
- 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.
- Questions about course selection can be answered at **Scheduling Night on Thursday, January 22nd** or during the one-on-one student meetings with their respective School Counselor in February.