

POWERSCHOOL ACCESS AND COURSE CHANGE REQUESTS

How to Access Powerschool:

(Process must be completed in order to access your PowerSchool Account)

* Students are required to reclaim their powerschool accounts in order to view 2015-2016 schedules*. Please use the following link for directions: <http://www.wcpss.net/domain/69>

Students can view tentative schedules in Powerschool beginning Monday, August 10. Schedule change requests can only be submitted by email to rolesvillehs-schedule-change@wcpss.net. No schedule changes will be accepted over the phone or by emailing Counselors directly. ***Schedule change requests will only be accepted for the Fall Semester at this time.*** Final schedules will be distributed in Homeroom/Advisory on August 24. You can only submit course change requests if the reason for your request meets one of the following criteria:

- Student has already received credit for the course.
- Student has not met the prerequisite for the scheduled course.
- Student has an incomplete schedule.
- Student previously failed the course with the same teacher.
- Student needs specific course to meet graduation requirements (priority is given to seniors and students with non-elective graduation requirement issues).
- Student wants to increase academic rigor when space is available
- Student's schedule must be changed for administrative reasons (class size, etc).

****The following courses are combined academic/honors: *World History; American History I; American History II; Civics and Economics; Earth Science; Microsoft Word/PowerPoint and Microsoft Excel.***** Students will be able to opt-out of the honors level course to the academic level during the first 10 days of class. ***Opting out will only change the course level on the schedule.***

After the first 10 days of school, a WP (withdrawal passing) or a WF (withdrawal failing) is entered for any dropped course

Please note: It may be impossible to change your schedule due to legislated class size maximums, the number of sections offered, and the time in which the courses are offered.

Note to Seniors about Schedule Change Requests:

Colleges and universities advise students in mid-year about schedule change requests. It is very important to remember that colleges and universities admit students based on both the classes the student has taken and the classes that a student is scheduled to take. Seniors need to plan carefully to make sure that they are signing up for the courses that they need/ want in the spring registration process. Before a Senior drops a course after admission to a university or college, he or she will be asked to notify the admitting university or in some cases receive approval from the admitting university

Schedule Change Requests will be accepted starting Monday, August 17, 2015 through Friday, August 28, 2015. **Schedule Change Instructions:**

1. Using your email account, address a message to rolesvillehs-schedule-change@wcpss.net
2. Type the student's first and last name in the subject line.
3. In your message, state **(1)**specifically the course you are requesting to drop, **(2)**the course you are requesting to add, and **(3)** one the reasons above to support the need for a change. Please keep your explanations to 25 words or less so that reviewers are able to review and reply in a timely manner.
4. Click "send" to have your request submitted.
5. **Check your email account within 48 hours for a reply.**

*****Please note that schedule change requests will not be considered if instructions are not followed precisely*****