

## 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](mailto: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](mailto: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\*\****