

**ONLINE REGISTRATION INSTRUCTIONS FOR NEW 9<sup>th</sup> GRADE STUDENTS**

**Online Registration is open Monday April 9<sup>th</sup> 9AM through Tuesday April 17<sup>th</sup> 9AM**

New this spring, Seattle Public Schools is rolling out online registration.

**DON'T WORRY IF YOU MISS THE ONLINE REGISTRATION WINDOW; Garfield will use your completed and submitted Course Request Work Sheet as backup.**

- Use the copy of your paper **Course Request Work Sheet** (instructions on the other side).
  - Know your **Source login**. For Source login assistance see your Librarian.
1. **Login to THE SOURCE** <http://ps.seattleschools.org> using your student account (**not the parent account**).
  2. **Click on "CLASS REGISTRATION"** in the left column, to view the course categories.
  3. **Click on the "PENCIL"** icon to view the individual course options. Scroll to the bottom of each section; there may be more than one page available. Courses are listed alphabetically, with Seattle School District course descriptions. For Garfield-specific course descriptions and prerequisites see the online Garfield Registration Guide & Course Descriptions [http://garfieldhs.seattleschools.org/academics/academics\\_overview](http://garfieldhs.seattleschools.org/academics/academics_overview).
  4. Next to the "PENCIL" icon you will see a GREEN CHECK MARK or RED EXCLAMATION POINT. Red Exclamation Point means this is a required course or you made an entry error (e.g. too many or too few courses selected).
  5. To **SELECT A COURSE**, CLICK ANYWHERE on the row – the row will turn blue. Click "**OKAY**" at the bottom right of the page. To **UNSELECT A COURSE**, click anywhere on the blue row and update your choice. Click "**OKAY**" at the bottom right of the page. Confirm the online course title and course code with your completed Course Request Work Sheet to be sure you have the matching semester 1 and semester 2 for year-long courses (e.g. Choose Algebra 1A and Algebra 1B. Do not choose Algebra 2A and Algebra 2AH.)
    - All 9<sup>th</sup> graders are automatically enrolled in Language Arts and Social Studies.
    - All 9<sup>th</sup> graders are required to choose 2 semesters of Math and 2 semesters of Science.
    - Choose 4 semesters of Electives. Note that some courses (e.g. Orchestra) are year-long.
    - Alternate Electives – you may choose up to 2 semesters from the "Alternate Electives" course category.
    - Courses Allowing Repeat Requests – this category allows you to choose listed courses more than once a year. (e.g. To request a full year/semester 1 and semester 2 of Band, choose Concert Band HFA8232 under BOTH Fine Arts and Courses Allowing Repeat Requests.)
    - Additional Requests – this category is completed by counselors.
  6. Once you have selected all your course requests and each section has a **GREEN CHECK MARK**, **CLICK SUBMIT on the bottom right of the page**. Clicking SUBMIT is not final; it saves your entries and you can still make changes. To edit your requests after you have submitted, click on "CLASS REGISTRATION" again (See Step 2) and follow the same instructions. **ALWAYS CLICK SUBMIT** on the bottom right of the page **to save your entries**. You may access and edit online registration any time from **Monday April 9<sup>th</sup> 9AM through Tuesday April 17<sup>th</sup> 9AM**
  7. Once you hit SUBMIT, you will see either a list of your successful course requests OR a Submission Failed Error Message. Reasons for Error Message include:
    - Did not choose a required course (Red Exclamation Point)
    - Chose too many in one category (e.g. 3 semesters of Math classes)
    - Your grade level has a minimum/maximum credit requirement, and you chose too few or too many classes.
  8. Save a copy of your online course requests for your records.

**BECAUSE THIS IS THE FIRST YEAR FOR SEATTLE PUBLIC SCHOOLS ONLINE REGISTRATION, GARFIELD WILL ALSO REVIEW YOUR SUBMITTED PAPER COURSE REQUEST WORK SHEETS. IF YOU NEED TO MAKE A CHANGE TO YOUR ONLINE REQUESTS, ENTER THE CHANGE ON THE PAPER WORK SHEET AND WRITE "CHANGE" ON THE TOP.**