

2012-13

Online Registration at Mercy High School

Please read the directions to complete the process correctly. Email me if you have any problems or find errors in the process at cmrozman@mhsmi.org.

There are four steps to the process.

Step 1: Go to Mercy's Moodle page or website and check out the Course Planning Guide. This will give requirements to graduate, course descriptions and prerequisites for all courses. To access the Guide from Mercy's website go to the "Curriculum" page and click "Course Planning Guide". This page will appear with an updated Course Catalog for 2012-13.



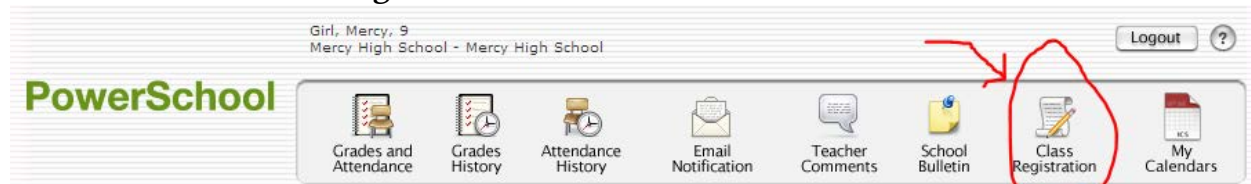
Course Planning Guide

[2012-2013 Grades 10-12 Course Catalog](#)

[2012-2013 Grade 9 Course Catalog](#)

Step 2: Use the Course Selection Sheet handed out after the Orientation meeting to preselect your courses. Mark clearly on the sheet the courses you are requesting. Courses with a * _____ under them require a signature from your teacher. Courses with a @ have prerequisites and \$ have a course fee. The prerequisites and fees can be found in the Course Planning Guide.

Step 3: Select your classes online by logging on to powerschool.mhsmi.org/public. Select the icon "Class Registration"



On the screen should appear:

*** Sophomore Course Selection ***

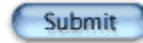
Read the directions in RED at the top of the page before proceeding. Once you click the edit button a pop up box will appear with your choices. Make your selection from the courses listed. **For year courses, make sure you select a Fall & Spring option.** Hit Okay to confirm your selections. Your choices will appear in the department space:

MATH

Make your selection from the following choices. For year-long courses please choose a Fall and Spring option. You may need to go to Page 2 to see all the available choices.

E Geometry - F 313 - 0.5 credits	E Geometry - S 315 - 0.5 credits
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Once all your courses are selected, go back and double check your selections. When complete, click the submit button at the bottom of the page.



Note: Once registration is closed on Tuesday, February 21, only your counselor will be able to make course request changes.

After your courses are submitted you will receive a page with your selections:

Future Course Requests

Crs Num	Course	Type	Term(s)	Cr Hrs
1. 139	B Studies in Short Fiction	Elective	.	0.50
2. 141	B Literat Into Film	Elective	.	0.50
3. 221	C American History - F	Elective	.	0.50
4. 223	C American History - S	Elective	.	0.50
5. 325	E Algebra II - F	Elective	.	0.50
6. 327	E Algebra II - S	Elective	.	0.50
7. 409	D Microbiology - F	Elective	.	0.50

Check that all your courses were selected correctly.

Step 4: Meet with your counselor to finalize choices, make sure graduation progress is being met and choose alternates courses where required. **Note:** Online course selection and ALL signatures (your parents, teachers, if needed, and yours) are needed on your Course Selection Sheet *before* your counseling meeting. Your meeting will be rescheduled for a later date if both are not complete.