


INSTRUCTIONS FOR 2021-22 COURSE REQUESTS

Step 1: Complete the Course Request Form/CRF.

1. Print your CRF form, which can be found on Canvas/All Assignments/DNHS Counseling, or at DNHS website under *Counseling/Course Request-10th-12th Grade*. If planning to select one or more AP classes also print the AP Contract. If you are a senior and planning to take two off roll in same trimester, also print permission form.
2. Select 15 classes for the 2021-22 school year. Choose courses for each academic area in addition to PE, off roll and electives. Discuss your options with your parents and obtain teacher input as needed. Resources such as the course catalog, PUSD graduation requirements and UC/CSU a-g college entrance requirements can be found on Canvas and at DNHS website under *Counseling/Course Request-10th-12th Grade*. Place an **X** in the course checkbox and indicate the number of classes in the "Class Total" box. When all courses are chosen, the total number of classes must equal 15, including electives and off roll.
3. If taking any honors or AP courses, we encourage you to discuss this course with your current teacher who can assist with balance of course selection and load. Due to virtual learning no teacher initials required on CRF. A signed AP Contract is required if you select one or more AP classes.
4. Please select carefully. You are choosing courses for the entire 2021-22 school year. We create sections for each course based on your requests. **Future change requests may not be possible.**

Step 2: Complete the online portion of your course registration between 2/15 – 3/19.

When you have completed your Course Request Form, including parent/guardian signature, log on to <https://myplan.powayusd.com>.

1. Use your Synergy username and password to log in. This will take you to your homepage.
2. Click "Student VUE" then click "COURSE REQUEST" under the navigation toolbar.
3. Click the bar that says "Click here to change course requests".
4. Enter **Course ID Number** from your Course Request Form, and then click "Search Courses".
 **Search by the correct Course ID Number. Do NOT search for courses by department or subject.** Refer to your Course Request Form for the Course ID number.
5. Once the course appears, click on the **Add Request** button, located to the left of that course ID.
Remember each core course has a Part 1 and a Part 2 (e.g. English 3 and English 4 = 2 out of 15 classes).
6. Repeat steps 4 and 5 until you have selected each of the 15 classes on your Course Request Form.

Reminder: If you are selecting a year-long elective (e.g. orchestra, yearbook), be sure to select the second level twice. For example: Orchestra 1 – Orchestra 2 – Orchestra 2.

7. When all 15 classes have been chosen, press "click here to return to course request summary".
8. Verify that the 15 classes you have selected are correct. It is not necessary to lock your courses.

Step 3: DUE by March 19th on Canvas - To submit required forms on Canvas go to:

All Courses - DNHS Counseling – Assignments – Course Request Submission – upload and submit your **Course Request Form, AP Contract** (if selecting AP courses). Seniors selecting two off roll in the same trimester a **Double Off Roll permission form** is required.

Questions regarding course selection? Virtual Parent Q&A Drop-Ins – brief meeting with a DNHS counselor regarding 2021-22 course selection

3 options: Feb 22nd, Feb 24th or March 1st all from 1:30 - 4:00 p.m.

Additionally counselors are holding virtual STUDENT drop-ins

Feb 26th from 8:00-10:00 am and March 5th from 8:00-10:00 am and 1:00 – 3:00 pm
All zoom links will be posted on counseling website/Course Request-10th-12th Grade