

### Step 1: Complete the Course Request Form (CRF)

1. Discuss your choices with your parents and obtain teacher input as needed. On the PHS counseling website you will find the course catalog, sample 4-year plans, a-g requirements and other resources.
2. You will be selecting 15 courses. If you want an Off Roll in any trimester, be sure to request it as one of your 15. *NOTE: The trimester system provides an opportunity to earn up to 75 credits each year for advancement. Only 60 credits are needed to maintain timely progress towards graduation. Off Roll can be used to offset a heavy course load. Off Roll does not appear on the transcript.*
3. Please select courses carefully. Remember you are choosing courses for the entire school year. We build classes and hire teachers based on your selections.

### Step 2: Log onto <https://sis.powayusd.com>

If you do not have Internet access at home, please use a computer in the PHS library or Titan Center to complete the online registration process.

1. Use your PUSD username and password to log in. Please note ONLY students are able to log on.
2. Click **COURSE REQUEST** located on the left-hand side under the navigation toolbar.
3. Click the bar that says **“Click here to change course requests.”**
4. NOTE: DO NOT SEARCH BY DEPARTMENT, TITLE OR SUBJECT.  
Enter the **COURSE ID Number** from your CRF, then click **“Search Courses”**

**TIP:** If you do NOT want to request pre-enrolled courses, as per CRF;  
remember to make changes as instructed on CRF.

It is crucial that you enter the **correct COURSE ID Number**, to ensure you are in the correct sequence.

Do NOT search for courses by department, title or subject.

USE ONLY COURSE NUMBERS ON THE CRF and double check it before entering.

5. Once the course appears, click to fill in the **“Request”** bubble. Then click the bar: **“click here to move selected requests to selected course requests.”** Remember typically each core course has a Part 1 and a Part 2 (i.e. English 3 and English 4 = 2 out of 15 classes); unless otherwise indicated.
6. Repeat this process until you have selected each of the 15 classes you chose on your CRF form.

TIP: If you are selecting an entire year-long course (i.e. AP Courses) be sure to enter all 3 course numbers, one for each trimester.

7. Once 15 classes are chosen, press the **“click here to return to course request summary”** button.
8. Verify that the 15 classes you have selected are correct.

**TIP:** You cannot make changes to your selections once you have locked them.  
Please double check your selections before pressing **“lock course requests.”**

9. Final step: click the **“lock course requests”** button to submit your classes.

### Step 3: Return your signed and completed CRF on Fri, Feb 28 to your homeroom teacher. Keep a copy of your completed CRF for your records.

If you encountered any problems, don't panic! During your individual audit meeting with your counselor, you are able to make any changes or corrections; in addition to reviewing your progress towards graduation requirements and advise about college/career options.