

Calvary Christian Academy

Course Selection Portal Instructions



The **Course Selection Portal** opens soon after the end of the 3rd Marking Period. Make sure to check CCA's School Calendar for the date that the Scheduling Portal opens and closes.

You MUST go through the INTERNET portal at: Powerschool.ccphilly.org

Students and parents CANNOT register for classes through the PowerSchool App. The App does not offer the scheduling feature.

Through the Internet, log into your Powerschool account through Powerschool.ccphilly.org

On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.

Note: A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.

***If a course recommendation appears, that is the only course a student may register for in that section. You must select this course even if you choose to request a change of course.**

Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.

Work within the Navigation Menu to select your class.

Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.

Note: An exclamation mark appears if courses need to be selected for an area.

Repeat the above steps for each course request.

Click **Submit**. The [Scheduling Year] Course Requests page appears.

All requests to change a course should be emailed to the TEACHER that made the initial recommendation AND Dr. Eckert at: ceckert@ccphilly.org. Please use Request to Change a Course in the subject line.