

Online Course Registration

ÉCOLE SECONDAIRE KELVIN HIGH SCHOOL

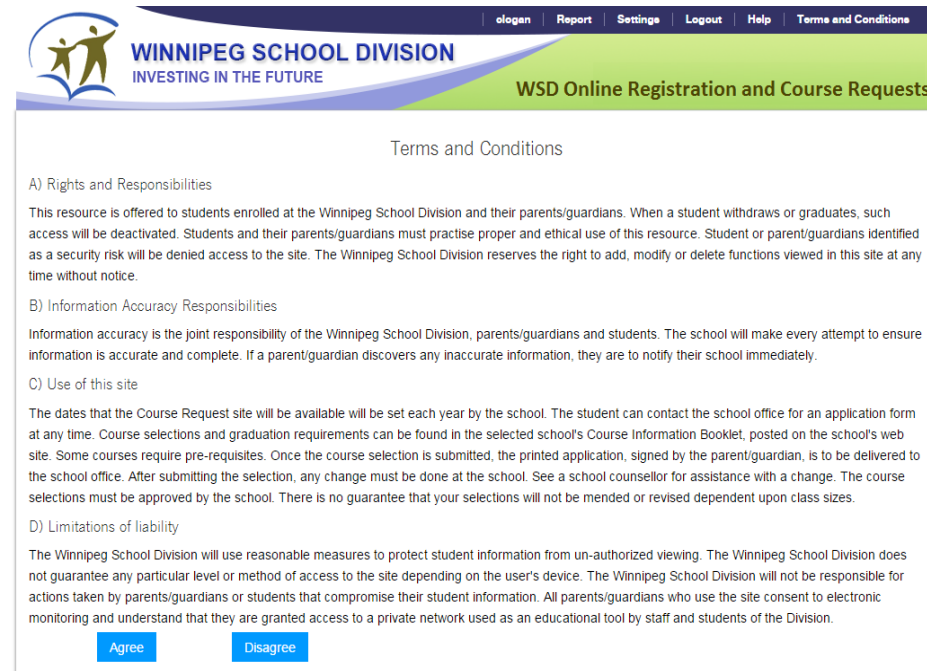
Registration Process

Please use Chrome, Firefox or Safari.

1. In your browser go to the **Kelvin High School website** and under **Academics & Classes** select Online Registration 2020-2021.
2. **Registration instructions** and **handbook** are also posted on the Kelvin website under **Academics and Classes**.
3. Students login using their school computer login Username and Password.
4. Read the Terms and Conditions, agree to continue.



The screenshot shows the top of the registration page. The header includes the Winnipeg School Division logo and the text "WSD Online Registration and Course Requests". Below the header, there is a section titled "Self-Service Course Application for the 2020/21 school year." which contains a paragraph about the application process. To the right of this text is a login form with fields for "Username:" and "Password:", a "Login" button, and a "version: 1.1.99" label at the bottom left.



The screenshot shows the "Terms and Conditions" page. The header includes the Winnipeg School Division logo, the text "WSD Online Registration and Course Requests", and a navigation bar with links: "eLogin", "Report", "Settings", "Logout", "Help", and "Terms and Conditions". The main content area is titled "Terms and Conditions" and contains four sections: A) Rights and Responsibilities, B) Information Accuracy Responsibilities, C) Use of this site, and D) Limitations of liability. Each section contains a paragraph of text. At the bottom of the page are two buttons: "Agree" and "Disagree".

Pre-Registration Tab

- 1) Select the year.
- 2) Select the school.
- 3) **Do not** add program or vocation.
- 4) Click the **Add Preregistration** button.

A quick glance at credits earned and currently in progress.

Total Credits Earned: 0.0
Credits In Progress: 9.0

Pre-Registration Course Requests Course History & Grad Requirements

Year: Select academic year School: Select school name

Program: Vocation:

Grade:

Add Preregistration

Year	School	Program/Vocation	Grade
2020/21	KELVIN		10

Course Requests Tab – Compulsory Subject Area

1) Select the **Preregistration School**.

2) Select **Graduation Diploma**.

If you are currently enrolled in grade 9 and hoping to study in the IB program, choose your current program, either English or French Immersion. Once accepted, the school will change the Graduation Diploma box.

3) Select All **Compulsory Subjects**. (This is determined by grade and provincial prerequisites).

*Grade 9 students wanting IB in grade 10 are to select only their English compulsory course, and then Finalize Registration.

4) Click **Add Compulsory button** after all courses have been selected. (Red Xs will appear beside your selections).

Pre-Registration Course Requests Course History & Grad Requirements Total Credits Earned: 6.0 Credits In Progress: 8.0

Course request submitted successfully

Preregistration School: KELVIN--11 Course Descriptions Graduation Diploma: English Finalize Preregistration

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
English LA (11)					
English LA (11)	ENGLISH LIT 30S - ENGL3S				✗
Mathematics (11)					
Mathematics (11)	APPLD MATH 30S - APMR3S				✗
Phys. Ed. (11)					
Phys. Ed. (11)	PHYS ED/HEALTH 30F - PHER3F				✗
Social Studies (11)					
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F				✗

Optional Course Selections (3 or 4 Credits)

Add Compulsory

Course Requests Tab – Optional Course Selections

1) Option courses are listed by grade, then alphabetically by course name.

If you wish to take an optional course in a different grade, you must select the grade first.

Grade 9-11 Students: Specify the semester **ONLY** if you need to take courses in order (e.g. Gr. 10 Science in semester 1 and Gr. 11 Biology in semester 2). This applies to Math and Science courses only.

2) Select the course.

3) Click the **Add** button after **EACH** course.

4) The courses you have added will appear under the selection tool in a new line.

Add Compulsory

Optional Course Selections (3 or 4 Credits)

Grade	Course Code - Description	Semester	Slot Code	Priority	
12 ▾	BIOLOGY 12 - BIOR4S (1) ▾	2 ▾	▾	▾	<div>Add</div>
11	BIOLOGY 30S - BIOR3S	1			✗

Guardian Approval

Be sure your parent/guardian approves your course selections.

1. Once **all course selections** have been completed students must click on the **Finalize Preregistration** button.
2. A warning popup window will appear.
3. If you are confident you are finished, click **OK**. **NO CHANGES CAN BE MADE ONLINE AFTER YOU FINALIZE.**
4. Any changes required after you finalize must be done in the Guidance Office.

The screenshot shows a web application for school preregistration. A modal window is open in the center, displaying a warning message from 'reportcard10.srv.wsd:8080'. The message asks if the user is sure they are finished entering choices and warns that no further changes can be made after clicking OK. It provides instructions to click CANCEL to return or to print and sign the application form. The modal has 'OK' and 'Cancel' buttons. In the background, the 'Preregistration School' is set to 'KELVIN--11'. Below this, a table lists 'Compulsory Subject Areas (1 Credit each)'. The table has columns for 'Course Type', 'Course Code - Description', 'Semester', 'Slot Code', 'Priority', and a status column. The rows are for English LA (11), Mathematics (11), Phys. Ed. (11), and Social Studies (11). The English LA row is selected. The Mathematics, Phys. Ed., and Social Studies rows show red 'X' marks in the status column, indicating they are not available. At the bottom right, there is a blue button labeled 'Finalize Preregistration'. Below the compulsory table, there is a section for 'Optional Course Selections (3 or 4 Credits)' with an 'Add Compulsory' button.

reportcard10.srv.wsd:8080 says:

Are you sure you are finished entering all of your choices for this school?
NO further changes can be made for this school if you click OK. Click
CANCEL to return. See the school office to make any change after
Finalizing the Application. After finalizing, you must print the application
form, have it signed and give to the school.

OK Cancel

Preregistration School: KELVIN--11

Compulsory Subject Areas (1 Credit each)

Course Type	Course Code - Description	Semester	Slot Code	Priority	
English LA (11)					
English LA (11)	ENGLISH LIT 30S - ENGL3S				✗
Mathematics (11)					
Mathematics (11)	APPLD MATH 30S - APMR3S				✗
Phys. Ed. (11)					
Phys. Ed. (11)	PHYS ED/HEALTH 30F - PHER3F				✗
Social Studies (11)					
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F				✗

Add Compulsory

Optional Course Selections (3 or 4 Credits)

Grade	Course Code - Description	Semester	Slot Code	Priority	
-------	---------------------------	----------	-----------	----------	--

Final Step

Print the **Registration and Course Request Form**, found at the top of the web page. This is a **6 page report** that will open in a new tab.

Page 1 - Have your parent/guardian review the personal information on the first page. Please **use pen** to write directly on the page **to update personal information**.

Page 2 - Lists all the courses that you have selected.

Pages 3-6 - Part II of the registration form includes all of the divisional permission forms.

All forms must be signed by a Parent/Guardian and returned to the school. That is **6 adult signatures, and 1 student signature**.

Grade 8 students, hand in your paperwork to your **guidance counsellor** or to the **Kelvin school office**.

Grade 9-11 students, hand all paperwork to **the Kelvin school office**.

Completing the online process does not mean you are registered.

All six pages must be **signed and submitted** to complete registration.

