

## ONLINE COURSE APPLICATION INSTRUCTIONS

### Preparation:

1. To find the course handbook go to the Kelvin webpage.
  - [bit.ly/kelvinhandbook](http://bit.ly/kelvinhandbook)
2. Review the graduation requirements on page 9 of the course handbook.
3. Complete the Credit Check worksheet.
  - Remember that many courses have prerequisites. Option prerequisites are listed on the reverse of the Credit Check worksheet.
  - Select and record compulsory and option courses on your worksheet.

### Registration:

Once you have completed the preparation stage you may proceed to the online application process:

In your browser go to the **Kelvin High School website** and under **Academics & Classes** select **Online Registration 2018-2019**.

Log in with your network user name. The password is your student number.

Read the **Terms and Conditions** page. These must be accepted in order to proceed.

Begin with the **Pre-Registration tab**.

1. Select **Academic Year** (2018-2019) and **School** (Kelvin).
  2. Leave **Program** and **Vocation blank**.
  3. Click on **Add Preregistration**.
- IMPORTANT: DO NOT CLICK FINALIZE PRE-REGISTRATION.**

Move to the next tab called **Course Requests**.

1. Select **Preregistration School** (Kelvin—grade) and **Graduation Diploma** (English, French Immersion).
  - If you are **currently enrolled in grade 9** and **hoping to study in the IB program**, choose English or French Immersion program. (Once accepted to IB, Kelvin will change the program.)
  - For current IB students, select English program.
  - Ensure that the diploma you have selected is accurate.
    - Students may view courses they have already taken and courses still required for graduation in the **Grad Course Requirement and Course History** tab.
    - Course descriptions can be found in the Kelvin handbook online.
    - Remember, many courses have prerequisites. They are listed along with course descriptions in the course handbook and also on the reverse of your Credit Check worksheet.
2. Begin selecting your compulsory courses (these are the non-elective courses that you need to graduate). Fill in each box and click the **Add Compulsory** button when done. If filled out correctly the courses you have selected will now be listed underneath the dropdown boxes with a red X beside them. **If you select incorrectly, click the red x beside it and select the appropriate course.**

3. Go to **Course Request tab** and choose **Optional Course Selections** based on your Credit Check Worksheet. Using the **Course Code Description** drop down menu you can select a specific course. Select option courses as indicated on your worksheet. Specify the semester **ONLY** if you need to take courses in order (ex. Gr 10 Science Semester 1, Grade 11 Biology Semester 2). After each optional course selection, click **Add** to save your request.
4. Review all of your choices keeping in mind graduation requirements and your course history.

### IMPORTANT

Be sure your parent/guardian approves your course selections.

When you are finished, please select **Finalize Preregistration**.

A reminder window will appear warning you that **no changes can be made** after you select the finalize button.

**Press OK.**

1. To print your application click on **Report** at the top of the page.
2. Select the first option: **Registration and Course Request Form – Kelvin**.
3. **PRINT ALL 6 PAGES:**
  - Back to back if possible.
  - If you do not have a printer you can use the printer in the library (5 cents/page).
4. **IMPORTANT: Have your guardian/parent review the personal information.**
  - Please **use pen** to write directly on the page **to update personal information**.
  - If there are any changes in custody or status within the home, please be sure to inform the guidance office and provide legal documentation.
5. Then, **have your parent/guardian:**
  - **Sign both pages of the application.**
  - Complete and **sign** the **Aboriginal Identity Declaration** or the **Ancestral Identity** pages if applicable.
  - Complete and **sign** the **Informed Consent**, the **Online Information Resources** and the **Additional Health Concerns** pages.
  - That is **6 possible parent/guardian signatures** and **2 possible student signatures** in total.
6. 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 your teacher advisor.  
Current IB students, hand in your paperwork to Ms. Decelles.

### **COMPLETING THE ONLINE PORTION DOES NOT MEAN YOU ARE REGISTERED!**

**YOU MUST HAND IN:**

- THE SIGNED PAPER COPY OF THE APPLICATION (2 sheets)
- THE ABORIGINAL IDENTITY DECLARATION
- THE ANCESTRAL IDENTITY SHEET/ADDITIONAL HEALTH CONCERNS
- THE INFORMED CONSENT SHEET
- ONLINE INFORMATION RESOURCES
- CREDIT CHECK WORKSHEET (if entering Grade 9 or if you have chosen grade 10 IB)
- ALL PAGES MUST BE SIGNED BY A GUARDIAN/PARENT**

If you have any questions, please call the Guidance Department at 204-474-1156.