

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 2018-2019.
2. **Registration instructions** and **handbook** are also posted on the Kelvin website under **Academics and Classes**.
3. Students login using their Novell Username and Password.
4. Read the Terms and Conditions, agree to continue.

Winnipeg School Division
WSD Online Registration and Course Requests

Self-Service Course Application for the 2018/19 school year.

The Winnipeg School Division online Course Application is a secure interface providing students and their family the opportunity to apply for the upcoming school year, selecting courses in their chosen academic program.

To complete an application, the student is required to select a school and program and the mandatory and optional courses for their declared high school diploma type. Once completed, the student must print the application form and submit the form signed by the parent or legal guardian to the school. The student and family can update the student's demographic and contact information on the printed form.

version: 1.1.99

Winnipeg School Division
INVESTING IN THE FUTURE
WSD Online Registration and Course Requests

Terms and Conditions

A) Rights and Responsibilities
This resource is offered to students enrolled at the Winnipeg School Division and their parents/guardians. When a student withdraws or graduates, such access will be deactivated. Students and their parents/guardians must practise proper and ethical use of this resource. Student or parent/guardians identified as a security risk will be denied access to the site. The Winnipeg School Division reserves the right to add, modify or delete functions viewed in this site at any time without notice.

B) Information Accuracy Responsibilities
Information accuracy is the joint responsibility of the Winnipeg School Division, parents/guardians and students. The school will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they are to notify their school immediately.

C) Use of this site
The dates that the Course Request site will be available will be set each year by the school. The student can contact the school office for an application form at any time. Course selections and graduation requirements can be found in the selected school's Course Information Booklet, posted on the school's web site. Some courses require pre-requisites. Once the course selection is submitted, the printed application, signed by the parent/guardian, is to be delivered to the school office. After submitting the selection, any change must be done at the school. See a school counsellor for assistance with a change. The course selections must be approved by the school. There is no guarantee that your selections will not be mended or revised dependent upon class sizes.

D) Limitations of liability
The Winnipeg School Division will use reasonable measures to protect student information from un-authorized viewing. The Winnipeg School Division does not guarantee any particular level or method of access to the site depending on the user's device. The Winnipeg School Division will not be responsible for actions taken by parents/guardians or students that compromise their student information. All parents/guardians who use the site consent to electronic monitoring and understand that they are granted access to a private network used as an educational tool by staff and students of the Division.

Agree 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.

Pre-Registration Course Requests Course History & Grad Requirements

Total Credits Earned: 6.0
Credits In Progress: 8.0

Year: 2018/19 School: KELVIN

Program: Vocation:

Grade: 11

Add Preregistration

Year	School	Program/Vocation	Grade
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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).

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

Total Credits Earned: 6.0
Credits In Progress: 8.0

Pre-Registration Course Requests Course History & Grad Requirements

Course request submitted successfully

Preregistration School: Course Descriptions Graduation Diploma:

Compulsory Subject Areas (1 Credit each)

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

Optional Course Selections (3 or 4 Credits)

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 primarily to Math and Science courses.
- 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 ▼	▼	▼	Add
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 interface for 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 all choices and warns that no further changes can be made online after finalization. The modal has 'OK' and 'Cancel' buttons. In the background, the application form is visible, showing the 'Preregistration School' as 'KELVIN--11' and a table of 'Compulsory Subject Areas (1 Credit each)'. The table has columns for 'Course Type', 'Course Code - Description', 'Semester', 'Slot Code', and 'Priority'. The table contains six rows of compulsory subjects, each with a red 'X' in the 'Priority' column. A 'Finalize Preregistration' button is highlighted with a red box in the top right corner of the form. Below the compulsory subjects table is an 'Add Compulsory' button. At the bottom of the form, there is a section for 'Optional Course Selections (3 or 4 Credits)' with a table header including 'Grade', 'Course Code - Description', 'Semester', 'Slot Code', and 'Priority'.

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.

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			X
Mathematics (11)				
Mathematics (11)	APPLD MATH 30S - APMR3S			X
Phys. Ed. (11)				
Phys. Ed. (11)	PHYS ED/HEALTH 30F - PHER3F			X
Social Studies (11)				
Social Studies (11)	HISTORY OF CANADA 30F - HISR3F			X

Optional Course Selections (3 or 4 Credits)

Grade	Course Code - Description	Semester	Slot Code	Priority
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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 **7 adult signatures, and 2 student signatures**.

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 process does not mean you are registered.

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

