

2018-19 Course Selection Process

This year the process will be automated through PowerSchool (PS)

Dates	Tasks
Week of March 19, 2018	Counselors present new process to students
Week of March 19, 2018	Teachers process recommendations in PS
Friday, March 23, 2018	Instructions & Log In Credentials Emailed to Parents & Students – PS Portal Opens
Week of April 9, 2018	Counselors meet with Students to review course selections
Week of April 16, 2018	Report of course selections emailed to parents for review & approval (electronic form)
Monday, April 23, 2018	Parent Electronic form due back to guidance
Week of April 23, 2018	Guidance will contact parents with issues or questions

What to do before you select courses:

- ▣ Familiarize yourself with Course Offerings:
 - www.cbaalbany.org
 - Click on Programs
 - Click on Academics
 - Click on High School (Middle School) Course Catalog
- ▣ Pay attention to Guidelines/Prerequisites
- ▣ Familiarize yourself with Graduation Requirements (Pg. 3 of the HS Course Catalog)
- ▣ Be aware of the differences between Regents, Honors, AP, College in the HS, University in the HS, and Project Lead the Way courses

ACADEMIC REQUIREMENTS

In accordance with our academic requirements, all students are required to complete at least 29.5 credits to be eligible for graduation.

*NOTE: JROTC is not a CBA graduation requirement. However, if you are enrolled in the program you need 4 credits to graduate.

In addition to completing the courses noted to the right, a student must pass the following NYS Regents exams in order to receive a CBA/NYS Regents Diploma:

- Comprehensive English
- Global History & Geography
- United States History & Government
- Algebra I
- 1 Science Exam

If a student would like to earn an Advanced Regents Diploma, he must meet the previously noted course requirements and must pass the following NYS Regents exams:

- Comprehensive English
- Global History & Geography
- United States History & Government
- Algebra I
- Geometry
- Algebra II or Algebra 2/Trigonometry
- 2 Science Exams (1 Life Science & 1 Physical Science)
- Comprehensive Foreign Language Exam or 5 credits in Technology, Art, or Business

CBA DIPLOMA

Required Courses

English	4
Social Studies	4
Mathematics	4
Science	3
Foreign Language	3
Fine Arts	1
Physical Education	2
Health	.5
Leadership/JROTC	4*
Theology	4
Total	29.5

NYS REGENTS DIPLOMA

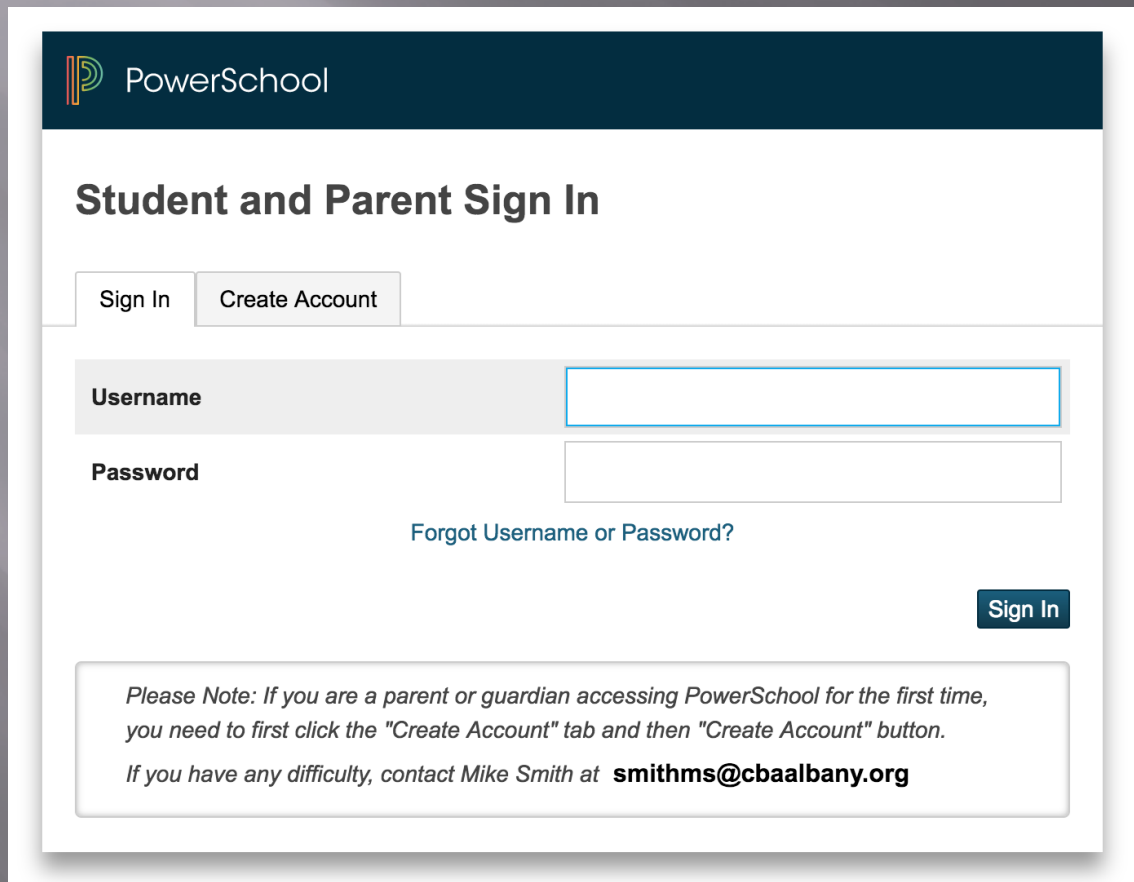
Required Courses

English	4
Social Studies	4
Mathematics	3
Science	3
Foreign Language	1
Fine Arts	1
Physical Education	2
Health	.5
Electives	3.5
Total	22.5

Academic Requirements available online in the course catalog

How to submit your Course Requests

1. Log into the PS Student Portal
cba.powerschool.com



The screenshot shows the PowerSchool login interface. At the top is a dark blue header with the PowerSchool logo and name. Below this is a white section titled "Student and Parent Sign In". There are two tabs: "Sign In" (active) and "Create Account". Below the tabs are two input fields: "Username" and "Password". To the right of the "Forgot Username or Password?" link is a "Sign In" button. At the bottom, there is a note box with instructions for first-time users and contact information for Mike Smith.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

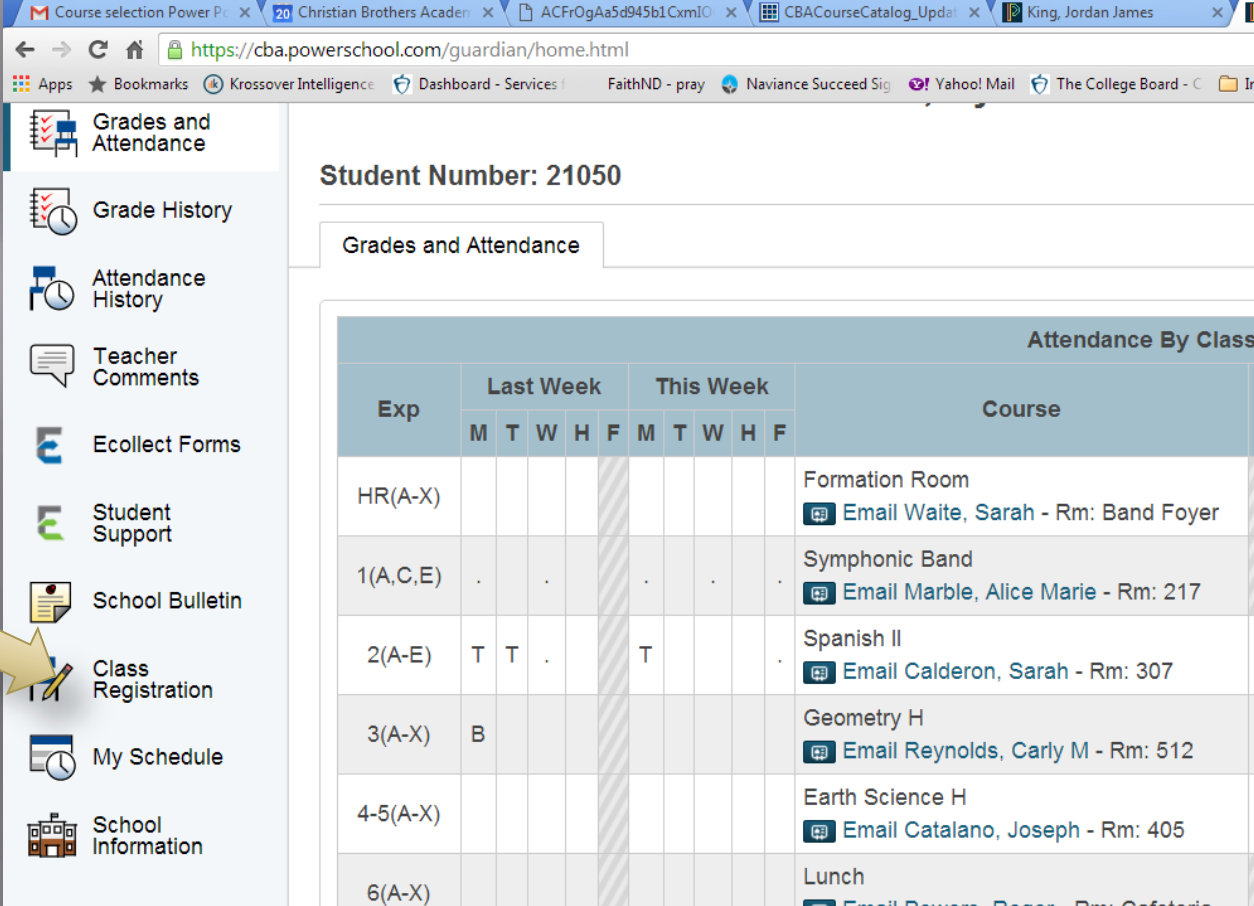
[Forgot Username or Password?](#)

Sign In

Please Note: If you are a parent or guardian accessing PowerSchool for the first time, you need to first click the "Create Account" tab and then "Create Account" button.

*If you have any difficulty, contact Mike Smith at **smithms@cbaalbany.org***

2. Click on
“Class Registration”



Student Number: 21050

Grades and Attendance

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
HR(A-X)											Formation Room Email Waite, Sarah - Rm: Band Foyer
1(A,C,E)	.		.			.		.			Symphonic Band Email Marble, Alice Marie - Rm: 217
2(A-E)	T	T	.			T					Spanish II Email Calderon, Sarah - Rm: 307
3(A-X)	B										Geometry H Email Reynolds, Carly M - Rm: 512
4-5(A-X)											Earth Science H Email Catalano, Joseph - Rm: 405
6(A-X)											Lunch Email Powers, Roger - Rm: Cafeteria

Note: You must use the cba.powerschool.com site.

You CANNOT do this with the iPhone/ Android App

Grade History

Attendance History

Teacher Comments

Ecollect Forms

Student Support

School Bulletin

Class Registration

My Schedule

School Information

View course requests

English	Click the edit button to request a course →	 
Choose an English Course		
Math	Click the edit button to request a course →	 
Choose a math course		
Science	Click the edit button to request a course →	 
Choose a science course		
Social Studies	Click the edit button to request a course →	 
Choose a social studies course		
Language	Click the edit button to request a course →	 
Choose a language course. You must choose a course unless you are language exempt.		
Electives	Click the edit button to request a course →	 
Choose your electives		
Core (Mandatory) Courses	Theology II	Lunch
		 

3. Click the **Pencil Icon** for each subject.

Required Subjects have an **!** symbol

A selection of available courses will be displayed.

English
✕

Choose an English course

☒	Course Name ▲	Number	Course Description	Credits	 Prerequisite Note	Alerts
☐	AP English	2400		1		
☐	AP English Lang/Comp	2401		1		
☒	English IV	2403		1		Recommended  Thomas Stanton

<< first < prev 1 next > last >>

✔ You may select 1 course. You have selected 1 course(s).

Cancel Okay

4. For each subject.
Select your course and click **Okay**

*If your current teacher has a recommendation for you,
it will be displayed as an alert with a “Path” icon.*

Electives Choose your electives.	AP Statistics 4410 - 1 credits	AP Computer Science 7504 - 1 credits	
Core (Mandatory) Courses	Theology IV 1400 - 1 credits	Lunch 6600 - 0 credits	
Additional Requests Requests that are not associated with any course group	Click the edit button to request a course →		
Requires at least 0 credit hours. Requesting 8 credit hours. Requesting 0 additional credit hours.			

*“Core Courses”
Are mandatory for all
students. You can’t
change these.*

5. When you’ve finished requesting your courses, click **SUBMIT**.

You can come back and make changes until April 9th

Up Next: Counselor's session

During gym classes in April....

Guidance Counselors will meet individually with you to discuss your selections

Afterwards...Your parents will receive a final list of your requests for approval.