

# On-line Registration Procedures At Home

We are offering on-line registration at home for all students. Please follow all of the instructions to complete this process. If you experience difficulty with this process, your child may complete his/her registration at school with the help of the track counselor on the date indicated on the timeline.

## I. Registering for Elective Classes through Powerschools/Home Base


### Logging on:

1. Go to NCEd Cloud link under Homebase on the Holly Grove Middle School webpage.
2. All students must claim their NCEd Cloud account in order to access the registration link. Most students did this at the beginning of the school year. However, if your student does not remember the password, he/she must see a teacher to reset their password.
3. In NCEd Cloud, enter User Name and Password in the appropriate boxes and click **Log In.**
4. Select the PowerSchools link to access the registration process.

### Selecting Courses

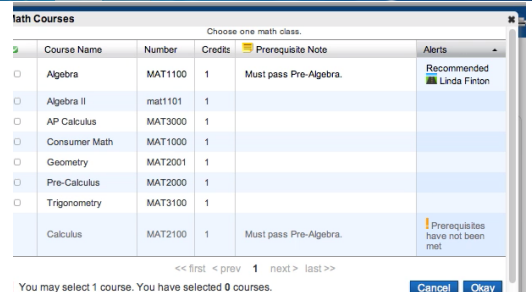
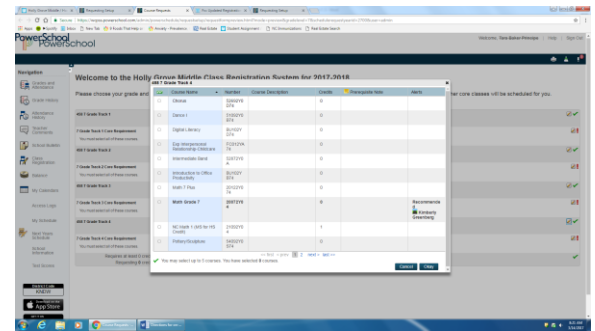
Students will make on-line course selections for their assigned school and track only.

Using your registration worksheet you will now enter your course selections.

1. Click on **Class Registration** button in left column.
2. The Holly Grove welcome information will appear at the top of the next screen with registration instructions. Elective courses will be listed under each Track. **Only select courses under your 2018-19 assigned track.** The right hand side of the screen contains the edit buttons to request courses by your grade and track.
3. To select the correct grade and track for Elective: click on the pencil icon  (edit button) to the right of the correct track selection. On the next screen a list of courses will appear. Click on the box beside the course(s) you are selecting. You will select make 4 course selections. (Exception: If choosing band, no other electives need to be selected)
4. Click on the **Okay** button.

**NOTE:** If you need to log out before submitting your selections, the system will not save your selections.

- To delete a course from your selections, repeat the process above, click on the box beside the course you want to delete and then select a new course.



Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/> Algebra	MAT1100	1	Must pass Pre-Algebra.	Recommended Linda Finton
<input type="checkbox"/> Algebra II	mat1101	1		
<input type="checkbox"/> AP Calculus	MAT3000	1		
<input type="checkbox"/> Consumer Math	MAT1000	1		
<input type="checkbox"/> Geometry	MAT2001	1		
<input type="checkbox"/> Pre-Calculus	MAT2000	1		
<input type="checkbox"/> Trigonometry	MAT3100	1		
<input type="checkbox"/> Calculus	MAT2100	1	Must pass Pre-Algebra.	Prerequisites have not been met

<< first < prev 1 next > last >>  
You may select 1 course. You have selected 0 courses.

Cancel Okay

### Finalizing and Printing the Course Selection Page

Once you have selected all of your courses, you are ready to submit and print the course selection page.

1. Click on **Submit** button.
2. The Course Request/Verification page will appear. Print this page. (2 copies – one for your records and one to return to school)
3. Parents must sign the registration sheet and verification form and return to school by the deadline listed on the timeline for your grade and track.