Course Requests for Students

Overview

As a function of the new scheduling program pilot, students will have the ability to enter their course requests online. These requests are guided by the recommendations that their current teachers enter. For requesting courses, students should follow the steps listed below, entering the courses that appear on their registration form.

Process

Login: Students should use the following URL:
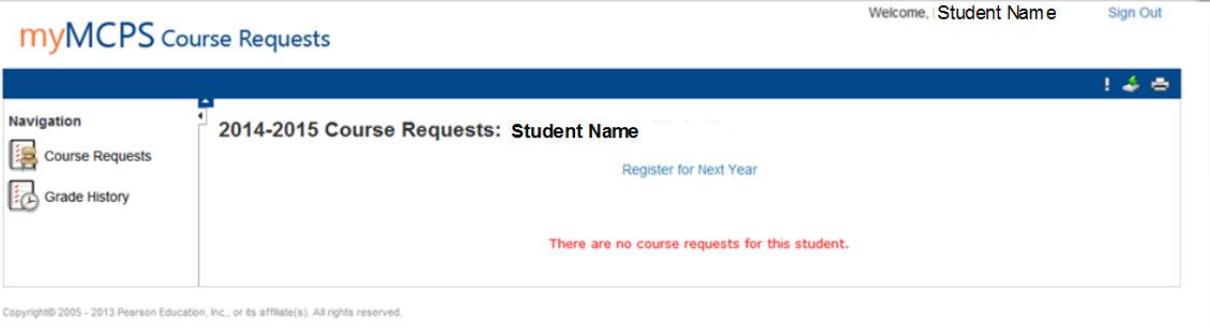http://scheduler.mcpsmd.org/public/

Once you see the sign-in screen on the right, enter your MCPS username (your 6 digit MCPS student ID #) and password (the password you use to log into the computers at school). Then select "**Sign In.**"

Once you have signed in, you will see a navigation screen like the screen below. Your name will be shown in upper right corner as well as the center of the screen. Since this is the first time logging into the system, you will see a red message "**There are no course requests for this student.**" To begin registering for courses, please click on "**Register for Next Year.**"

On the next screen, you will find the class registration page for the upcoming year. On the page, there are several categories of classes from which you will select your courses for next year. Remember to select enough classes to fill your schedule.

On the right-hand side of the screen, you will see two icons. The ✔ denotes the choice has been made or that there is no choice required in that section. The ▋ denotes a selection still needs to be made.

Begin by reading the instructions for each of the sections. Based on that information, you may need to select a course within that group. If not, simply move on to the next group. To select courses within a group, click on the ✎ icon. A list of courses, and any related teacher recommendations will appear on screen.

ENGLISH

Please select the appropriate A a the course from your course requ

MATH

Please select the appropriate op

FOREIGN LANGUAGES

Please select the A and B versio upcoming year of study. You MAY different languag

ck the edit button to request a course ⇒ ✎!

ick the edit button to request a course ⇒ ✎!

k the edit button to request a course ⇒ ✎!

Note: In some cases, there may be more options that what can fit on the screen. Remember to look for more pages of options at the bottom of the course selection screen.

Grade 10 Art Elective Options ✖

☐	ADV STUDIO A	6313	0.5	Art
☐	ADV STUDIO B	6314	0.5	Prerequiste: A minimum of 1 credit in Art
☐	AP ART 2D DES DP	6487	1	
☐	AP ART 3D DES DP	6489	1	
☐	AP ART HISTORY A	6456	0.5	
☐	AP ART HISTORY B	6457	0.5	
☐	AP ST ART 2D DES	6486	0.5	Prerequiste: Foundations of Art or Drawing and Design, and Studio Art 1
☐	AP ST ART 3D DES	6488	0.5	
☐	AP STD DRAW DP	6484	1	
☐	AP STD DRAWING	6482	0.5	Prerequiste: Foundations of Art or Drawing and Design, and Studio Art 1

<< first < prev **1** 2 3 4 next > last >>

✔ You may select up to 2 courses. You have selected **0** courses.

Cancel Okay

Click **Okay** on each course selection screen. When you are finished making all of your choices, click the "**Submit**" button in the bottom right, which will show you a list of the all of your course requests.

Submit

Once you have reviewed your selections, you can sign out of the application using the **Sign Out** link located in the upper right-hand corner of the screen.