

On-line Registration Procedures At Home

We are offering on-line registration at home for all 8th grade 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 8th grade counselor before the deadline.

I. Part 1 - Registering for 9th Grade Classes through Powerschools/Home Base

Logging on:

1. Go to NCEd Cloud link under Students → Student Resources on the Davis Drive 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 media specialist (in the media center) to reset their password.
3. In NCEd Cloud, enter User Name and Password in the appropriate boxes and click **Log In.**
4. Select the PowerSchool Student link to access the registration process.



Recommendations

Students received a hard copy of teacher recommendations. Use this hard copy to select appropriate courses.

Selecting Courses

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

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

1. Click on **Class Registration** button in left column.
2. The High School welcome information will appear at the top of the next screen with course information listed on the left side of the next screen. The right hand side of the screen contains the edit buttons to request a course.
3. To select a course: click on the pencil icon (edit button) to the right of the subject. On the next screen a list of courses will appear. Click on the box beside the course(s) you are selecting.
4. Click on the **Okay** button.
5. The screen will return to the previous one with all subject areas listed. A green checkmark ✓ will appear on the right hand side when course selections have been made. A red exclamation sign ! will appear in the right hand column beside the subject area for incomplete course selections.
6. Repeat this process to select 8 primary courses.
7. Repeat this process to select 3 – 4 alternate courses.

Course Name	Number	Credits	Prerequisite Note	Alerts
<input type="checkbox"/> Algebra	MAT1100	1	Must pass Pre-Algebra.	Recommended Linda Finon
<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

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.

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 page will appear. Print this page. (2 copies – one for your records and one to return to school)

II. Part 2 - Entering Graduation Plans in CFNC

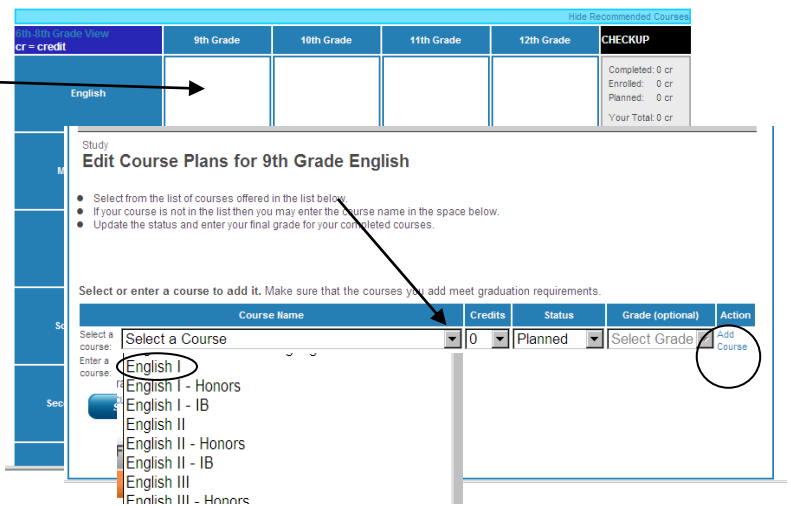
Logging on:

1. Go to www.cfnc.org.
2. Click on "Create my CFNC Account". All 8th grade students need to create an account. Students should use their WCPSS Student email address when creating their account.

Entering Graduation Plan courses

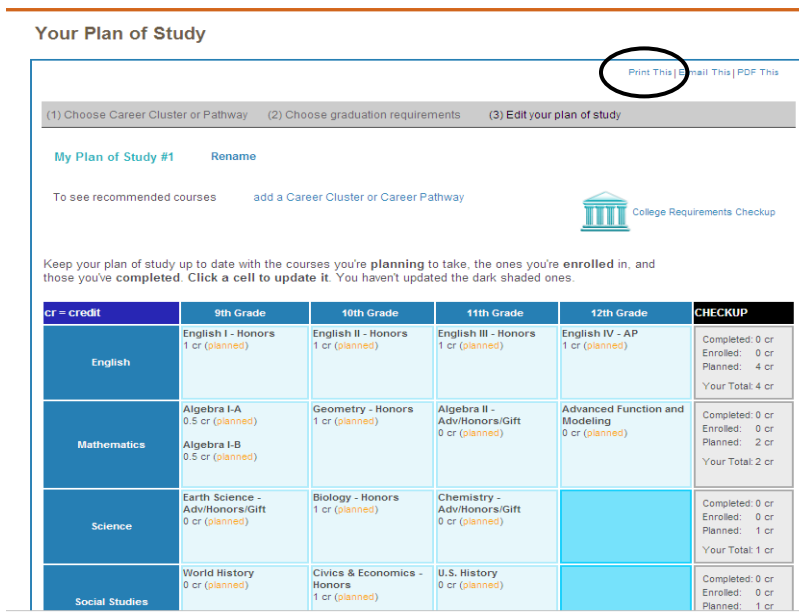
1. Click on **My CFNC**  at top of page.
2. Select **High School Planner**.
3. Click on "**Your Plan of Study**" link midway down the page.
3. On the next page click on **Create Your Plan of Study** and then the **Create a Plan of Study from Scratch** link on the subsequent page.

4. Using the student's Graduation Plan enter the classes for each subject area. Under The 9th Grade column click in the box for each subject area to select courses. A screen will pop up to edit the course. Click on the drop down list, select the appropriate course and click on **Add Course**. Click on the **SAVE** button on next screen and continue for each subject area including electives until 9th grade is complete.



5. Follow same procedure for grades 10, 11 and 12. **Enter only core and second language courses for grades 10, 11 and 12.** No other electives courses are needed at this time.

6. When steps 1 – 5 are complete, print the **Plan Of Study** by selecting the **Print This** link in the upper right corner. (2 copies – one for your records and one to return to school.)



cr = credit	9th Grade	10th Grade	11th Grade	12th Grade	CHECKUP
English	English I - Honors 1 cr (planned)	English II - Honors 1 cr (planned)	English III - Honors 1 cr (planned)	English IV - AP 1 cr (planned)	Completed: 0 cr Enrolled: 0 cr Planned: 4 cr Your Total: 4 cr
Mathematics	Algebra I-A 0.5 cr (planned) Algebra I-B 0.5 cr (planned)	Geometry - Honors 1 cr (planned)	Algebra II - Adv/Honors/Gift 0 cr (planned)	Advanced Function and Modeling 0 cr (planned)	Completed: 0 cr Enrolled: 0 cr Planned: 2 cr Your Total: 2 cr
Science	Earth Science - Adv/Honors/Gift 0 cr (planned)	Biology - Honors 1 cr (planned)	Chemistry - Adv/Honors/Gift 0 cr (planned)		Completed: 0 cr Enrolled: 0 cr Planned: 1 cr Your Total: 1 cr
Social Studies	World History 0 cr (planned)	Civics & Economics - Honors 1 cr (planned)	U.S. History 0 cr (planned)		Completed: 0 cr Enrolled: 0 cr Planned: 1 cr

III. Turn in signed Powerschools course verification form and CFNC planner summary

Student and parent sign the course verification form and CFNC planner summary (or graduation plan) for assigned school and turn in to your counselor by the indicated deadline.