

# Online Course Registration

ÉCOLE SECONDAIRE KELVIN HIGH SCHOOL

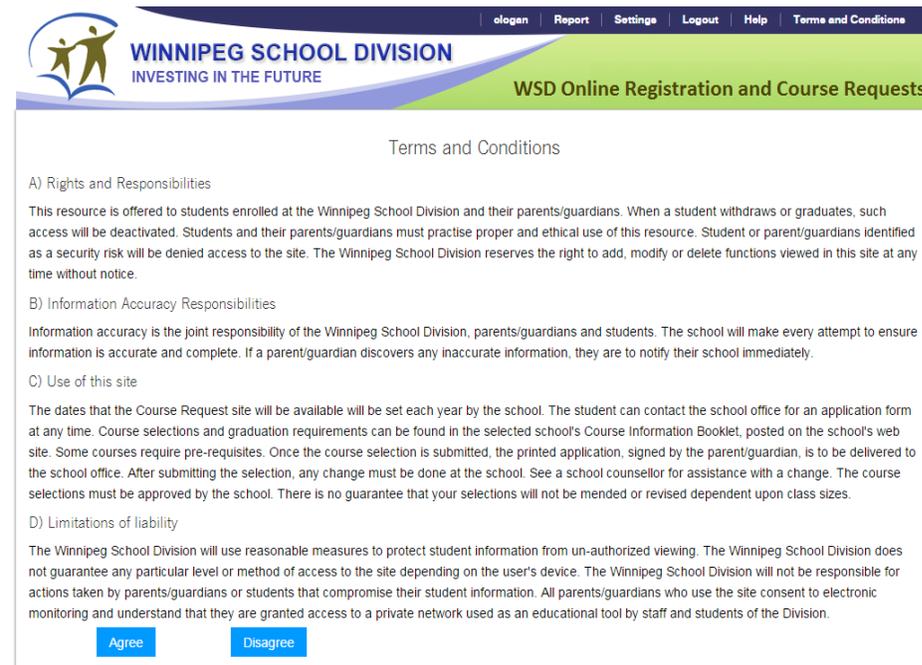
# Registration Process

Please use Chrome, Firefox or Safari.

1. In your browser go to the **Kelvin High School website** and under **Academics & Classes**, select Online Registration 2021-2022.
2. **Registration instructions** and **handbook** are also posted on the Kelvin website under **Academics and Classes**.
3. Students login using their school computer login Username **WITHOUT THE @live.wsd1.org** (Eg. **clongs1**) Password is their student number (Eg. **900...**)
4. Read the Terms and Conditions, agree to continue.



The screenshot shows the login page for the Winnipeg School Division's online registration system. The header includes the WSD logo and the text "WSD Online Registration and Course Requests". The main content area is titled "Self-Service Course Application for the 2021/22 school year" and contains instructions for students and their families. On the right side, there is a login form with fields for "Username:" and "Password:", a "Login" button with a lock icon, and a "Login" button at the bottom. The version number "version: 1.1.99" is displayed in the bottom left corner.



The screenshot shows the "Terms and Conditions" page for the WSD Online Registration and Course Requests system. The header includes the WSD logo, the text "WSD Online Registration and Course Requests", and a navigation menu with links for "eLogin", "Report", "Settings", "Logout", "Help", and "Terms and Conditions". The main content area is titled "Terms and Conditions" and contains four sections: A) Rights and Responsibilities, B) Information Accuracy Responsibilities, C) Use of this site, and D) Limitations of liability. At the bottom, there are "Agree" and "Disagree" buttons.

## 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.

Total Credits Earned: 0.0  
Credits In Progress: 9.0

Pre-Registration Course Requests Course History & Grad Requirements

Year:  School:

Program:  Vocation:

Grade:

[Add Preregistration](#)

Year	School	Program/Vocation	Grade
2020/21	KELVIN		10

## 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).

\*Grade 9 students wanting IB in grade 10 are to select only their English compulsory course, and then Finalize Registration.

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

Pre-Registration Course Requests Course History & Grad Requirements Total Credits Earned: 6.0 Credits In Progress: 8.0

Course request submitted successfully

Preregistration School: KELVIN--11 Course Descriptions Graduation Diploma: English Finalize Preregistration

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

Optional Course Selections (3 or 4 Credits)

Add Compulsory

## 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 to Math and Science courses only.

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 ▾	▾	▾	<a href="#">Add</a>
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 written onto your application in pen, signed by your guardian, and then submitted to the guidance office.

The screenshot shows a web application interface for school preregistration. A modal window is open in the center, titled "reportcard10.srv.wsd:8080 says:". The text inside the modal reads: "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." Below the text are two buttons: "OK" and "Cancel".

In the background, the application interface is visible. At the top, it says "Preregistration School: KELVIN--11". Below that, it says "Compulsory Subject Areas (1 Credit each)". There is a table with columns for "Course Type", "Course Code - Description", "Semester", "Slot Code", "Priority", and a status column. The table contains the following rows:

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

At the bottom right of the interface, there is a blue button labeled "Finalize Preregistration". At the bottom left, there is a section for "Optional Course Selections (3 or 4 Credits)" with a blue button labeled "Add Compulsory".

## 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 **6 adult signatures, and 1 student signature**.

**Grade 8 students**, hand in your paperwork to your **guidance counsellor or your school office**.

**Grade 9-11 students**, hand all paperwork to **the Kelvin school office**.

## IMPORTANT

Completing the online process does not mean you are registered.

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



The screenshot shows the header of a website for the Winnipeg School Division. On the left is the logo featuring two stylized figures (an adult and a child) holding hands, with the text "WINNIPEG SCHOOL DIVISION" below it. To the right of the logo is a search bar. Further right is a navigation menu with links: "Query", "Report", "Help", "Terms and Conditions", and "Logout". Below the navigation menu are two dropdown menus. The first dropdown is open, showing "Registration and Course Request Form - KELVIN" and "Student Handbook - KELVIN", with a mouse cursor pointing at the second option. At the bottom right of the header area, the text "WSD Online Registration and Course Requests" is displayed.