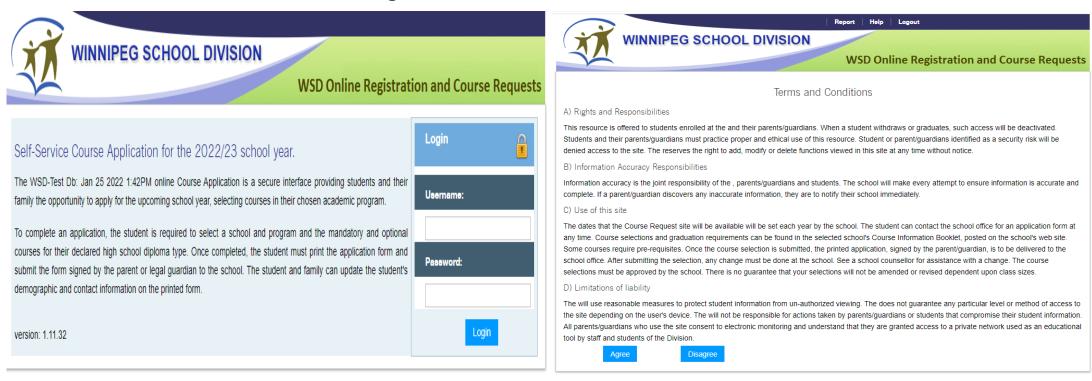
Online Registration Instructions

ÉCOLE SECONDAIRE KELVIN HIGH SCHOOL

Registration Process

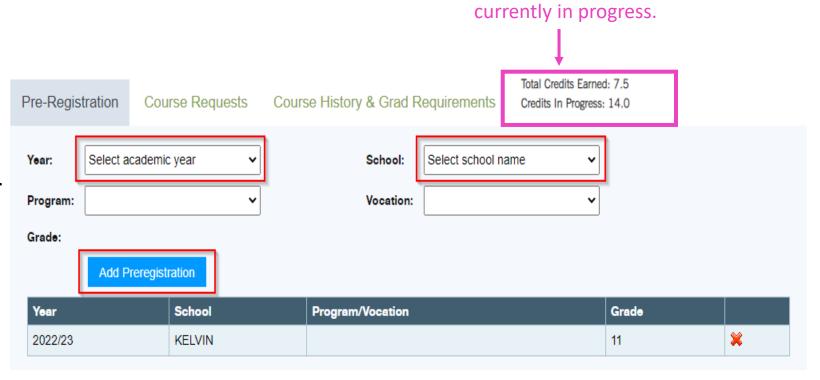
Please use Chrome, Firefox or Safari.

- 1. In your browser go to the **Kelvin High School website** and under **School Registration Information**, select Online Registration 2022-2023.
- 2. Registration instructions, the Kelvin Handbook and Kelvin Course Descriptions are also posted under School Registration Information.
- 3. Log in using **WSD1 username and password**. **Username**: Example clongs1 **WITHOUT THE** @live.wsd1.org **Password**: Student number (Eg. 900...)
- 4. Read the Terms and Conditions, agree to continue.



Pre-Registration Tab

- 1) Select the year.
- 2) Select the school.
- 3) Do not add program or vocation.
- 4) Click the **Add Preregistration** button.

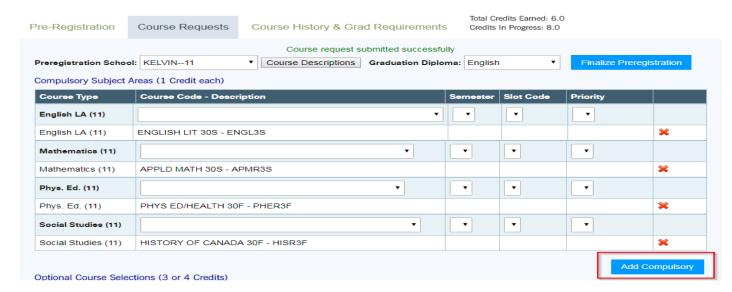


A quick glance at credits earned and

Course Requests Tab – Compulsory Subject Area

- 1) Go to the next tab called Course Requests.
- 2) Select **School and Grade** and **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) For current IB students, select English program.
- 4) If continuing in French Immersion, select French Immersion Program.
- 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).



<u>Course Requests Tab – Optional Course Selections</u>

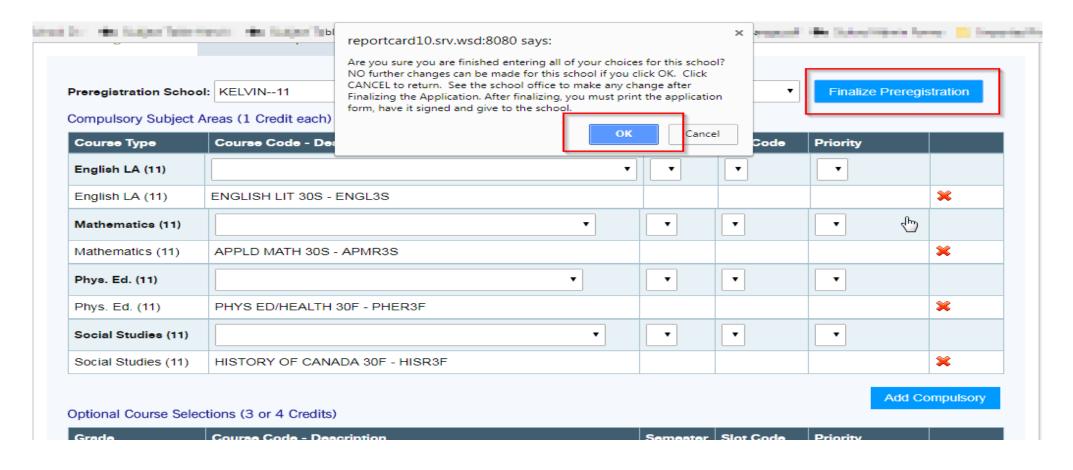
- 1) Option courses are listed by grade, then alphabetically by course name. If you wish to take an optional course in a different grade, you must select the grade first. **Grade 9-11 Students**: Specify the semester **ONLY** if you need to take courses in order (e.g. Gr. 10 Science in semester 1 and 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.



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.



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.

