

# 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.



Self-Service Course Application for the 2022/23 school year.

The WSD-Test Db: Jan 25 2022 1:42PM online Course Application is a secure interface providing students and their family the opportunity to apply for the upcoming school year, selecting courses in their chosen academic program.

To complete an application, the student is required to select a school and program and the mandatory and optional courses for their declared high school diploma type. Once completed, the student must print the application form and submit the form signed by the parent or legal guardian to the school. The student and family can update the student's demographic and contact information on the printed form.

version: 1.11.32

**Login**

**Username:**

**Password:**

**Login**

**Winnipeg School Division** [Report](#) [Help](#) [Logout](#)

**WSD Online Registration and Course Requests**

Terms and Conditions

A) Rights and Responsibilities

This resource is offered to students enrolled at the and their parents/guardians. When a student withdraws or graduates, such access will be deactivated. Students and their parents/guardians must practice proper and ethical use of this resource. Student or parent/guardians identified as a security risk will be denied access to the site. The reserves the right to add, modify or delete functions viewed in this site at any time without notice.

B) Information Accuracy Responsibilities

Information accuracy is the joint responsibility of the , parents/guardians and students. The school will make every attempt to ensure information is accurate and complete. If a parent/guardian discovers any inaccurate information, they are to notify their school immediately.

C) Use of this site

The dates that the Course Request site will be available will be set each year by the school. The student can contact the school office for an application form at any time. Course selections and graduation requirements can be found in the selected school's Course Information Booklet, posted on the school's web site. Some courses require pre-requisites. Once the course selection is submitted, the printed application, signed by the parent/guardian, is to be delivered to the school office. After submitting the selection, any change must be done at the school. See a school counsellor for assistance with a change. The course selections must be approved by the school. There is no guarantee that your selections will not be amended or revised dependent upon class sizes.

D) Limitations of liability

The will use reasonable measures to protect student information from un-authorized viewing. The does not guarantee any particular level or method of access to the site depending on the user's device. The will not be responsible for actions taken by parents/guardians or students that compromise their student information. All parents/guardians who use the site consent to electronic monitoring and understand that they are granted access to a private network used as an educational tool by staff and students of the Division.

**Agree** **Disagree**

# 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.

Pre-Registration Course Requests Course History & Grad Requirements

Total Credits Earned: 7.5  
Credits In Progress: 14.0

Year: Select academic year ▼

School: Select school name ▼

Program: ▼

Vocation: ▼

Grade:

Add Preregistration

Year	School	Program/Vocation	Grade	
2022/23	KELVIN		11	✖

## 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).

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				✗
Phys. 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 ▾	▾	▾	<div>Add</div>
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 for school preregistration. A modal window is open in the center, displaying a warning message from 'reportcard10.srv.wsd:8080'. The message asks if the user is sure they are finished entering all choices, stating that no further changes can be made after clicking OK. It provides instructions to click CANCEL to return or to print and sign the application form after finalizing. The modal has 'OK' and 'Cancel' buttons. In the background, the 'Preregistration School' is set to 'KELVIN--11'. Below this, a table titled 'Compulsory Subject Areas (1 Credit each)' lists required courses. The table has columns for 'Course Type', 'Course Code - Description', and 'Priority'. The listed courses are English LA (11), Mathematics (11), Phys. Ed. (11), and Social Studies (11), each with a corresponding course code and a red 'X' in the priority column. A 'Finalize Preregistration' button is visible in the top right corner of the background interface. At the bottom, there is a section for 'Optional Course Selections (3 or 4 Credits)' and an 'Add Compulsory' button.

Preregistration School: KELVIN--11

Compulsory Subject Areas (1 Credit each)

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

Optional Course Selections (3 or 4 Credits)

Finalize Preregistration

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.

