

# Requesting Courses in myMCPS Scheduler

Registration for the upcoming school year



# Overview

In addition to filling out a paper Registration Card, WHS students will enter their course requests online.

This PowerPoint will walk you through the steps to successfully request your courses online.



# Step 1

Go to the [WHS website](#)



**About Wheaton H.S.**  
12401 Dalewood Drive  
Silver Spring, MD 20906  
tel: 301-321-3400  
fax: 301-  
Principals:  
Dr. Debra K. Mudge  
Follow on Twitter  
Administrative Secretary:  
Sonia Ramos Caswell  
Assistant Principals:  
James L. Berry  
Heather B. Chris  
Stephanie Z. Valentine  
Business Administrator:  
Sandy J. Sprull  
Academy Coordinator:  
Elisa Farley-Hidalgo  
Follow @EksarHidalgo

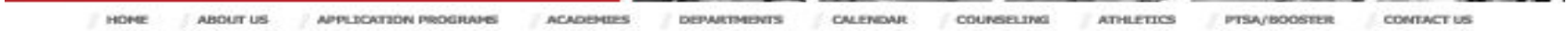
**Welcome to Wheaton High School**  
Learning Together / Growing Together  
Established in 1954, Wheaton High School is a public high school in Montgomery County, Maryland. The school is known for its innovative programs, including an Honors Program, and a Foreign Language Academy.

**Tweets**  
Academics/MagKnights @ElisaHidalgo  
Students at #WheatonHS form study groups before school in our outrageously beautiful media center #BrightMinds  
pic.twitter.com/CWZb4VQ1Y5

**Announcements**  
Information on New Traffic pattern for drop-off and parking

**Quicklinks**  
Staff Directory  
Bell Schedule  
Activity Bus Schedule  
Morning Announcements  
DCC - How to Enroll  
Clubs and Organizations  
Media Center  
Edline

Click on the Counseling Tab



**Departments**

- Departments Overview
- AP/ Honors
- Art
- Athletics
- College & Career Center
- College Tracks
- Counseling
- English
- ESOL
- Family/Consumer Sciences
- Mathematics
- Media Center
- Music
- PE/Health
- Science
- Social Studies
- Special Education
- World Languages

### School Counseling Services

The mission of the Wheaton High School Counseling Department is to provide all students with a comprehensive developmental school counseling program which gives them the opportunity to gain an understanding of self and others and to participate in educational and occupational exploration in order to reach their full potential as productive members of society.

**Contact the Counseling Department**  
Office Hours: 7:00 am to 3:30 pm  
Department: 301-321-3430  
Fax: 301-942-8036  
Follow @WHS-Counseling

**Staff:**

- Ms. Stephanie Powell, Resource Counselor
- Ms. Mary Chance, Counseling Secretary
- Ms. Marsha Best-Minor, School Counselor
- Ms. Nikki Jarquin, School Counselor
- Ms. Shannon Holliday, School Counselor
- Mr. Scott Woo, School Counselor
- Ms. Maureen Ponce, School Counselor
- Ms. Melissa Laureano, School Registrar

### Counselor Assignments 2015-2016

Student Last Name Begins with	Counselor
ESDL Level 1 - 2: A - M, ESDL 3-5: A - Z	Ms. Jarquin
ESDL Level 1 - 2: N - Z	Ms. Ponce
A	Ms. Powell
B - E	
F - G	
H - L	
M	
N - R	
S	
T - Z	

Under 'Counseling Quick Links', click on myMCPS Scheduler

**Counseling Quick Links:**

- Registrar
- College & Career Center
- MCPS Course Bulletin
- High School Assessment Information
- Maryland Higher Education Website
- How to Obtain a Work Permit
- Wheaton Family Connection



# Step 2

Enter WHS login information (Student ID#/password). Click “Sign In”

myMCPS

## Student and Parent Sign In

Sign In

Username

Password

[Forgot Username or Password?](#)

Sign In



# Step 3: Choose courses

You will see a screen with subject categories (i.e. English, Social Studies, Math, Science, etc.). Here you will select your courses for next year.



ing teacher recommendations and the information from your registration card, please select the courses in the order of courses on your card to register for 7 Semester A courses and 7 Semester B courses.

<b>COUNSELOR</b> Must select a counselor	<b>COUNSELOR</b> 0004 - 0 credits	 
<b>HOMEROOM</b> Each student is required to select homeroom	<b>HOMEROOM</b> 0151 - 0 credits	 
<b>ENGLISH</b> Choose a minimum of 2 courses (Semester A and Semester B for example: English 11A and English 11B)	Click the edit button to request a course =>	 
<b>ENGLISH ELECTIVES</b> Choose a minimum of 2 courses and no more than 4 courses (Remember to choose a Semester A and Semester B course)	Click the edit button to request a course =>	 
<b>MATHEMATICS</b> Choose a minimum of 2 courses (Remember to choose a Semester A and Semester B for example: Algebra 2A and Algebra 2B)	Click the edit button to request a course =>	 
<b>SCIENCE</b>	Click the edit button to request a course =>	 

Click on the  icon to view and select courses in each subject.



Please ask a counselor if you have questions.

View course requests

### Math

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	ALGEBRA 1A	3111		0.5		
<input type="checkbox"/>	ALGEBRA 1A 30	311130		0.5		
<input type="checkbox"/>	ALGEBRA 1B	3112		0.5		
<input type="checkbox"/>	ALGEBRA 1B 30	311230		0.5		
<input type="checkbox"/>	GEOM SUPPORT A	3051		0.5		
<input type="checkbox"/>	GEOM SUPPORT B	3052		0.5		
<input type="checkbox"/>	GEOMETRY A	3201		0.5		
<input type="checkbox"/>	GEOMETRY A 30	320130		0.5		
<input type="checkbox"/>	GEOMETRY B	3202		0.5		
<input type="checkbox"/>	GEOMETRY B 30	320230		0.5		

A list of courses in each subject category will appear in alphabetical order. Scroll through the list to find the courses you want to request.

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

! You may select between 2 and 4 courses. You have selected 0 courses.

Cancel

Okay





# Teacher Recommendations

It is strongly encouraged that you follow all teacher recommendations. It is highly recommended that you follow your math teacher's recommendations.

If you have questions regarding your math recommendation, please talk with your math teacher.



The screenshot shows a 'Math' course selection interface. A teal callout box is overlaid on the top half of the screen. An arrow points from the top right of the callout box to the 'Alerts' menu in the interface. The interface includes a table of course options and a navigation bar at the bottom.

<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>	AP AB CALCULUS B	3453		0.5	
<input type="checkbox"/>	AP BC CALCULUS A	3491		0.5	
<input type="checkbox"/>	AP BC CALCULUS B	3492		0.5	

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

✓ You may select up to 6 courses. You have selected 0 courses.

Some of your teachers have recommended you for specific courses. Click on "Alerts" to bring your recommended course to the top of the course list screen.

## Math

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	ALGEBRA 2A	3301		0.5		Recommended Evan Anderson
<input checked="" type="checkbox"/>	ALGEBRA 2B	3302				Recommend Evan Anderson
<input type="checkbox"/>	2YR Algebra 2 A	3315		0.5		
<input type="checkbox"/>	2YR Algebra 2 B	3316		0.5		
<input type="checkbox"/>	2YR Algebra 2 C	3317		0.5		
<input type="checkbox"/>	2YR Algebra 2 D	3318		0.5		
				0.5		
				0.5		
				0.5		
				0.5		
				0.5		

Select your courses, both A & B semesters, by checking the boxes on the left hand side.

Follow this step to request courses in different subject areas until you have selected 7 courses for both first and second semester.

first < prev 1 2 3 4 next > last >>  
2 courses.

Once selected, click Okay

Okay





with Semesters (A/B). We encourage you to select courses that have been recommended for you. Recommended courses will appear at the top of the screen. As you work to make course selections, be sure to scroll through to the bottom of each screen and click on additional pages to view all options. Please ask a counselor if you have questions.

Once selected, course requests will appear on your screen.




























	Click the edit button to request a course →		
English class per bottom of the screen to	Click the edit button to request a course →		
	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid gray; padding: 5px; width: 45%;"><p><b>ALGEBRA 2A</b></p><p>3301 - 0.5 credits</p></div><div style="border: 1px solid gray; padding: 5px; width: 45%;"><p><b>ALGEBRA 2B</b></p><p>3302 - 0.5 credits</p></div></div>		
<b>SCIENCE</b>	Click the edit button to request a course →		
<b>WORLD LANGUAGE</b>	Click the edit button to request a course →		
<b>FINE ARTS</b>	Click the edit button to request a course →		
<b>TECHNOLOGY</b>	Click the edit button to request a course →		
<b>PE/HEALTH S1</b>	Click the edit button to request a course →		

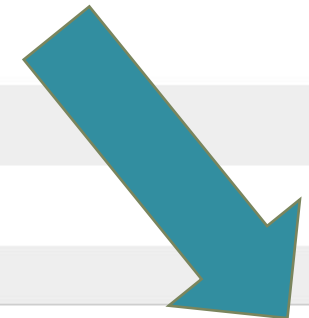
Requested Courses



# Step 4: Review and submit

Review your course selections to make sure they are correct. Double check to make sure that you have selected 7 courses for each semester. At the bottom of the screen check to see that you have requested 7 credit hours. Once selections have been reviewed, click **Submit**.

<b>ENGLISH/ESOL</b> Please take at least one English class per semester. Scroll through the bottom of the screen to view all options.	<b>HON ENGLISH 12A</b> 1343 - 0.5 credits	<b>HON ENGLISH 12B</b> 1344 - 0.5 credits	 
<b>SOCIAL STUDIES</b>	<b>AP WORLD HIST A</b> 2240 - 0.5 credits	<b>AP WORLD HIST B</b> 2241 - 0.5 credits	 
<b>MATH</b>	<b>ALGEBRA 2A</b> 3301 - 0.5 credits 	<b>ALGEBRA 2B</b> 3302 - 0.5 credits 	 
<b>SCIENCE</b>	<b>PHYSICS A</b> 3831 - 0.5 credits	<b>PHYSICS B</b> 3832 - 0.5 credits	 
<b>WORLD LANGUAGE</b>	<b>FRENCH 3A</b> 1613 - 0.5 credits	<b>FRENCH 3B</b> 1623 - 0.5 credits	 
<b>FINE ARTS</b>	<b>CHORUS 1A</b> 6711 - 0.5 credits	<b>CHORUS 1B</b> 6712 - 0.5 credits	 
<b>TECHNOLOGY</b>	<b>FOUND OF TECH A</b> 5161 - 0.5 credits	<b>FOUND OF TECH B</b> 5162 - 0.5 credits	 
<b>PE/HEALTH S1</b>	Click the edit button to request a course ⇒		 
<b>PE/HEALTH S2</b>	Click the edit button to request a course ⇒		 
<b>CAREER</b> Optional courses	Click the edit button to request a course ⇒		 
<b>EDISON HS</b>	Click the edit button to request a course ⇒		 
<b>OTHER ELECTIVES</b>	Click the edit button to request a course ⇒		 
Requires between 2 and 7 credit hours. Requesting 7 credit hours.			



Submit

# View Requests for School Year (Wheaton High School)

## Wheaton High School

Crs Num	Course	Type	
1. 1343	HON ENGLISH 12A	Required	
2. 1344	HON ENGLISH 12B	Required	
3. 3301	ALGEBRA 2A	Required	
4. 3302	ALGEBRA 2B	Required	
5. 1613	FRENCH 3A	Elective	
6. 1623	FRENCH 3B	Elective	
7. 2240	AP WORLD HIST A	Elective	
8. 2241	AP WORLD HIST B	Elective	
9. 3831	PHYSICS A	Elective	
10. 3832	PHYSICS B	Elective	
11. 5161	FOUND OF TECH A	Elective	
12. 5162	FOUND OF TECH B	Elective	
13. 6711	CHORUS 1A	Elective	
14. 6712	CHORUS 1B	Elective	0.50

**Total Credit Hours Requested 7.00**

Once you click submit, a list of your requested courses will appear on your screen. Confirm that this list exactly matches the courses on your paper registration card. You have now successfully requested courses for next year and may sign out of myMCPS Scheduler.





# Questions?

Consult with parents, teachers, and/or your counselor to assist in selecting appropriate courses.

Email or come see your counselor before school, during lunch, or after school.

Please challenge yourself by taking advanced level courses, including AP courses.

Dynesha\_Brooks@mcpsmd.org

Stephanie\_R\_Powell@mcpsmd.org

Alexis\_DeLaRosa@mcpsmd.org

Marsha\_Best-Minor@mcpsmd.org

Shannon\_M\_Holliday@mcpsmd.org

Scott\_N\_Woo@mcpsmd.org

Pauline\_W\_Mathews@mcpsmd.org

Cinthia\_Guzman@mcpsmd.org

<u>Students' last name</u>	<u>Counselors</u>	<u>Grade</u>
A, B, Z	Mr. Woo	
C-Fi	Ms. Matthews	
Fi-K	Ms. Best-Minor	
L-Mat; ESOL L-Z	Ms. de la Rosa	
Maynor-Mewha	Ms. Powell Resource Counselor	
Mi-N; ESOL A-K	Ms. Robinson	
O-Se	Ms. Brooks	
Sh-Y	Ms. Holliday	
<small>Ms. Cordiero, Registrar x1077 Ms. Hammond-Davis, College and Career Information Coordinator Ms. Xiomara Medina, ESOL Counselor x1070 Ms. Sen Gabriel, Counseling Secretary x1059</small>		





# Things to remember...

Do not choose courses just because your friends are taking them!

Choose courses that you are recommended for, or courses that you are genuinely interested in taking.

Refer to the course bulletin for course descriptions.





