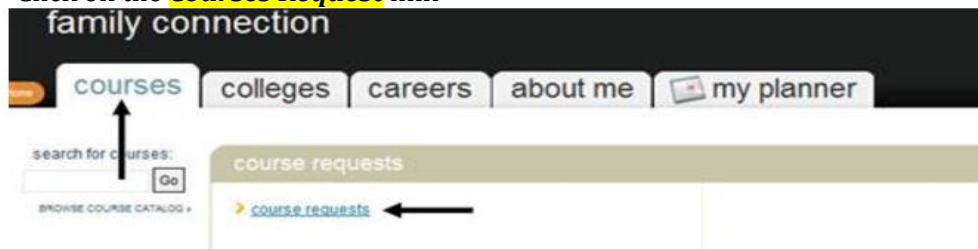


Procedures to Request Courses on Naviance

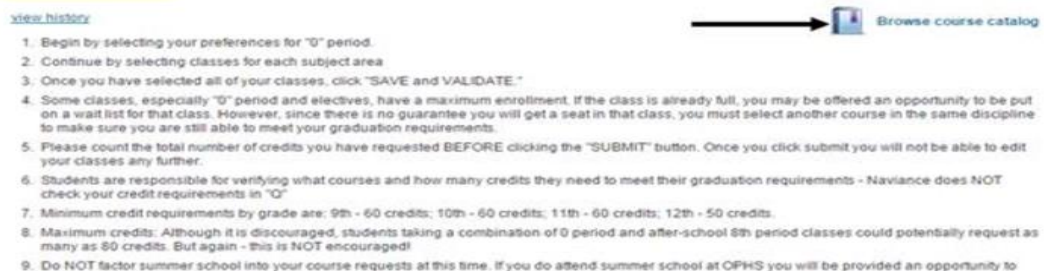
- Pick classes as if you are not attending summer school.
- Click on the **Naviance** link on the OPHS home page.



- To login, enter: student ID# and Q code. Students from out of district, please enter code provided to you when you enrolled with OPHS Registrar, Kim Randall.
- Click on the **Courses** tab
- Click on the **Courses Request** link



- Research classes by clicking on the **Browse Course Catalog** link



- Select your choice for “0” period. If you do not want a class for “0” period, you may select “No Zero Period”

Zero Period – Fall or Yearlong

Students are NOT required to select a “0” period class. Students may select 5 or 10 credits in zero period. If you do NOT want a “0” period all year, select “No zero period (Year).” If you only want a Spring Semester zero period class, select “No Zero Period (Fall)” here. Then proceed to the “Zero Period Spring” menu and select your Spring Zero period class. For the Football Team Class you must have Coach approval to request it.

(select course) (required)

Please specify alternate courses if your first choice is not available

Alternate 1: (select course)

0 Period (Spring)

All spring 0 period classes have already been filled by upperclassmen. If you want a 0 period please review the options in the Fall/Yearlong section.

(select course) (required)

Please specify alternate courses if your first choice is not available

Alternate 1: (select course)

- If you plan to tryout for an OPHS Interscholastic Athletic Activity, please indicate the activity(s). If you do not plan to participate in any Interscholastic Athletic Activities, select “NO Interscholastic Athletic Activities.”

- Make your selections for English, Math, Science and Elective(s)

- Elective(s): select one 10 credit (year long) course **or** two 5 credits (semester long) courses.
- If you will **not** be taking Science, choose an additional elective (one 10 credit class or two 5 credit classes.)
 - Student participating in 1 or more Interscholastic Athletic Activities can be exempt from PE during the season their activity takes place. If you are doing 1 Interscholastic Athletic Activity, select an additional semester long elective. If you are doing 2 or more Interscholastic Athletic Activities, select an additional year long elective or 2 semester long electives.

Elective 1

If you are taking a “0” period, you may select up to 20 credits of electives. Freshmen must select at least 60 credits. You must also select alternates in case your first choice elective is full.

(select course) (required)

Please specify alternate courses if your first choice is not available

Alternate 1: (select course)

Alternate 2: (select course)

- You may select Study Hall for after lunch if you have signed up for a “0” period.
- Optional: 8th period classes

- Click the **"SAVE AND VALIDATE"** button. If you did it correctly, another button will appear that allows you to SUBMIT your requests. If you did it incorrectly, you will receive an error message.

Save and Validate Requests

Your requests have been saved and validated. If you have completed your course selection, please click the button below to submit them for final approval.

Submit For Approval