Online Registration is open Monday February 8th 9AM through Thursday, Feb 25th 4PM.

Refer to your completed Course Request Work Sheet. Read all of the following instructions before proceeding.

1. Login to THE SOURCE http://ps.seattleschools.org with your student Source login. For Source login assistance contact Librarian Mr. Manzin TCMANZIN@seattleschools.org

2. Click on “CLASS REGISTRATION” in the left column, to view the course categories.

3. Click on the “PENCIL” icon to view the individual course options. Scroll to the bottom of each section; there may be more than one page available. Courses are listed alphabetically, with Seattle School District course descriptions. Seattle School District course descriptions are often vague and sometimes incorrect. For Garfield-specific course descriptions and prerequisites see the online Garfield Course Descriptions on the Garfield Course Registration page: https://garfieldhs.seattleschools.org/services/school_counseling/class_registration

4. Next to the “PENCIL” icon you will see a GREEN CHECK MARK or RED EXCLAMATION POINT. Red Exclamation Point means this is a required course or you made an entry error (e.g. too many or too few courses selected).

5. To SELECT A COURSE, CLICK ANYWHERE on the row – the row will turn blue. Click “OKAY” at the bottom right of the page. To unselect a course, click anywhere on the blue row and update your choice. Click “OKAY” at the bottom right of the page.

- Confirm the online course title and course code with your completed Course Request Work Sheet to be sure you have the matching semester 1 and semester 2 for year-long courses (e.g. Choose Alg 2A and Alg 2B. Do not choose Alg 1A and Alg 2A.) Based on your work sheet, you should have 12 first requests (8 cores + 4 electives) which equals 6 credits. You may have up to 4 alternate electives.
- Courses Allowing Repeat Requests – this category allows you to choose listed courses more than once a year. (e.g. To request a full year of Technical Theatre Adv, choose Technical Theatre Adv HCT3258 under BOTH Fine Arts and Courses Allowing Repeat Requests.)
- Running Start (RS) – If you intend to enroll for full time RS or if you intend to take year-long Garfield classes concurrently with RS classes, you will register online for ALL RUNNING START. If you want concurrent enrollment with Garfield classes and Fall RS, see the RS section on the Garfield Counseling page.
- Additional Requests – Ignore this District field.

6. Once you have selected all your course requests, CLICK SUBMIT on the bottom right of the page. You will see either a list of your successful course requests OR a Submission Failed Error Message. Reasons for Error Message include:
- Did not choose a required course (Red Exclamation Point)
- Chose too many in one category (e.g. 3 semesters of Math classes)
- Your grade level has a minimum/maximum credit requirement, and you chose too few or too many classes.
Still getting an error message? Contact Garfield Registrar Ms. Chow MLCHOW@seattleschools.org.

7. To edit your requests after you have submitted, click on “CLASS REGISTRATION” again (See Step 2) and follow the same instructions. ALWAYS CLICK SUBMIT on the bottom right of the page to save your changes. You may edit your online requests through 25FEB21.

8. Save a copy of your online course requests for your records.

IF YOU DON’T REGISTER ONLINE, YOUR COUNSELOR WILL CHOOSE YOUR COURSES.