

Instructions for Online Course Selection Through The Sapphire Community Portal

Please use the following instructions to select your courses for next school year. All online course selections must be completed by 3:00 P.M. Monday, January 22nd. If you have any questions or concerns, please contact your counselor.

1. Go to the Southern York County School District Website: www.sycsd.org.
2. Click on the Student or Parent Portal and then click on the link for the Sapphire.
3. Once you are at the Community Portal Welcome Page, you will need to log into Sapphire. To do this you will need your Student ID, Password, and Pin.
4. Once you are logged in you will see a link on the left that says **Course Request Form**. Click on that link to start requesting courses.
5. This should take you to an instruction page for the Course Request Form. Make sure to read the instructions at the bottom, including looking at the graduation requirements for course credits in different subject areas. Making sure to follow these rules will give you a better chance of getting the courses that you request.
6. Under each core subject area there will be a list of courses that you can select from by clicking the box next to their titles. You should already have courses in these required areas recommended and selected for you. This will be highlighted in green. If you disagree with your recommendation, you will use the special request option by clicking the box next to where it says “Special Request” and then putting your request into the field that says “More Detail.” For elective courses you have the ability to deselect the recommended course. ***If you would like to select semester courses that are sequential, where one is the prerequisite to the other, Sapphire will not allow this. Please enter the second course as a “Special Request.”***
Ex: Intro to Art & Drawing I, Foods I & Foods II, Child Care I & Child Care II, etc.
7. You will select courses that you want to request by clicking on the box to the right of their titles. If you make a mistake you can simply deselect the check mark next to the course that you do not want to request.
8. After choosing your required minimum number of credits, you are highly encouraged to select multiple alternates. If first choice selections are unable to fit into your schedule, alternates will be given preference. If you do not have enough alternates, your counselor may have to select classes for you.
9. When you have completed your course selection, click on “Save Course Requests.”
10. After clicking save, you will be taken to a copy of your course requests. Check to make sure all your selections are correct.
11. If you change your mind about what elective courses you would like to take or make an alternate, you will have until the posted closing date to return to the Course Selection Form and make changes. After that, only a counselor can make changes to requests.
12. ***Your counselor has already scheduled an appointment with you within the next three weeks to discuss your course requests and if they are appropriate choices for you and your post-secondary plans. You are encouraged to discuss changes at that meeting.***