

# SCHEDULING

Students are encouraged to review their educational goals with their parents, teachers, and school counselor in order to tailor their program to meet their plans for graduation. The following will help students to select and continue in an appropriate program of study.

- Include all the courses necessary to meet minimum graduation requirements.
- Review thoroughly the courses available.
- Be realistic about your ability and aptitude when selecting your high school courses.
- Consider your interests and try to take courses that will increase your knowledge in those areas.
- Discuss course selections with your parents, teachers, and counselor, prior to registration.
- Consider entrance requirements at the colleges, universities, or other institutions of higher learning which interest you.
- Consider entrance requirements for jobs that do not require a 4 year college degree.

The more planning and thought students give to course selection, the more rewarding and successful the high school experience will be.

A schedule form must be signed by a parent and returned to the guidance office by the due date in order for the scheduling process to proceed.

## ORDER OF PRIORITY IN COURSE SELECTION

1. Select courses that are required for your grade level, or any required courses that were not passed in the previous school year.
2. Select the non-required courses next. Choose classes that match-up with your educational plans after graduation.
3. Select courses which interest you. You are encouraged to take these types of courses as electives, in order to broaden your high school experience.

## SCHEDULING PARAMETERS

1. Courses that are taken in sequence (language arts, foreign language, etc.) must be passed before going on to the next level.
2. A student cannot elect to take a subject until they reach the grade level at which the subject is taught. For example, a sophomore cannot elect Language Arts 12.
3. Scheduling is done by computer, so students will not have the privilege of choosing which period of the day they wish to take a subject or which teacher they will have.
4. Once the courses are selected, there will be no changes. The only exceptions will be: if a class is full, if a class is not offered due to lack of adequate enrollment, if a student does not meet the prerequisite, or the student has a college class conflict.

Due to the large number of students, schedule changes because a student/parent changed his or her mind about a class or teacher, will not be allowed.

Consider choices carefully! The signed schedule request form will dictate the student's schedule. This will be the schedule the student must follow.

## SCHEDULING PROCESS

1. The guidance staff will meet with students in January and February and discuss the schedule process for the following school year and hand out the course request form.
2. A course request form will be completed, signed by a parent and turned into the guidance office by the due date.
3. The guidance counselor will check the courses to make sure that graduation requirements are being met and then return the form to the student.
4. The student will enter the requests into Powerschool.
5. The guidance staff will build the master schedule.
6. The guidance counselor will meet with students who are unable to get scheduled into a requested class to discuss alternative courses that are available.