

Plainfield South School



Scheduling Process
2021-2022
Academic year

THE COURSE SCHEDULING PROCESS

#1

Dec. 9th/10th
Teachers
input
recommendations.

Note:
Course Change
Deadline:
March 1st,
2022¹

#2

Jan. 4th
Current
students
review
selections in
Home Access
Center (HAC)
with teachers
and family.

#3

Jan. 18th-29th
Current
Freshman,
Sophomores,
and Juniors
input
selections.

Current 8th
graders input
electives
Feb. 1-12.

#4

Feb 1-12th
Current
students will
have the
opportunity to
meet with a
counselor
to review
selections if
needed during
their PE class

#5

Feb. 12th-Feb. 26th
Verifications can
be viewed via
HAC.

If there is an error:
Please
discuss courses
as a family and
contact alpha
counselor
by the deadline of
March 1, 2021.

#6

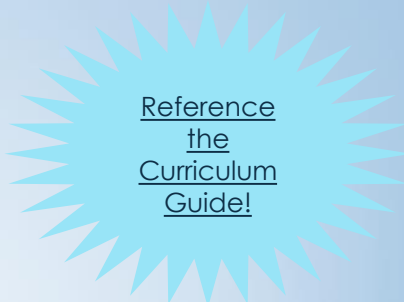
IF NECESSARY,
counselors
communicate
schedule
conflicts to
students.

TEACHER RECOMMENDATIONS



- Teacher recommendations were completed on December 10th & 11th.
 - Teacher recommendations are based on current student performance and teacher's knowledge of future courses
- If you do not agree with a recommendation:
 - Please have the student have a discussion with the teacher.
 - Once you have a discussed with the teacher, the teacher will contact the counselor regarding what course will be chosen for next year.
 - If more time is needed to determine placement, we can look at a higher placement based on performance during 2nd semester
- Certain courses and lunch/studyhall will be locked

COURSE SCHEDULING TIPS...



Reference
the
Curriculum
Guide!

CHOOSING CLASSES

Please keep in mind that we will do the best we can to provide the courses requested by your son/daughter.

In some instances, a different course will need to be chosen:

- Some classes have limited offerings which can cause them to conflict with another. If you do not get into your desired course, your counselor will communicate with you prior to the end of the school year.
- Some classes have prerequisites
- *Reminder* You must have 6 classes in your schedule (or the equivalent of 3 credits per semester)

You have a better chance of getting the classes you want when you select your courses within your scheduling window!

COURSE SCHEDULING TIPS...

GRADUATION/COLLEGE REQUIREMENTS

- We recommend you review various entrance criteria for colleges of interest
- Electives are an effective way to begin exploring different career paths
- PSD 202 graduation requirements can be found on page 5 of the [Curriculum Guide](#)

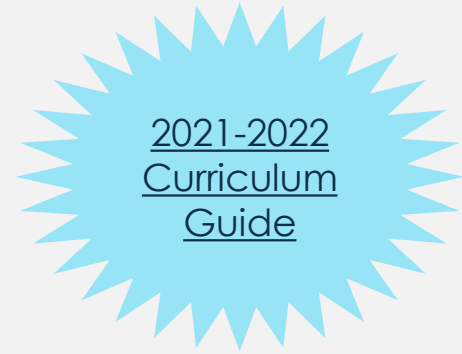
GRADUATION	SUBJECT	COLLEGE
4 Years	English	4 Years
3 Years	Science	3 Years
3 Years	Math	3-4 Years
2 Years	Social Studies	3 Years
4 Years	PE/ Drivers Ed/ Health	N/A (will take all 4 years)
1 Year	Art/ Music/ Foreign Language/CTE	2 Years

COURSE SCHEDULING TIPS...

General Freshman Schedule

English 1
Algebra 1
Biology
Wellness
Lunch/Study Hall
Elective *
Elective *

In order to meet college entrance requirements, please consider selecting a foreign language and/or social studies course.



GENERAL 10TH GRADE SCHEDULE

- ▶ English 2/Honors English 2
- ▶ Geometry/H. Geometry OR Algebra 2/H. Algebra 2
- ▶ Chemistry/H. Chemistry or Physical Science
- ▶ U.S. History/AP U.S. History
- ▶ Health/Drivers Ed & Safety
- ▶ Elective
- ▶ **Please note that there are some other options, but this is what majority of students will take during sophomore year*



GENERAL 11TH GRADE SCHEDULE



- ▶ English III or AP Language
- ▶ Physics/Honors or AP or Chemistry
- ▶ Government/Economics OR AP Gov/AP ECON
- ▶ Algebra 2/H. Algebra 2 or Pre-Calculus/Honors Pre-Cal, or Dual credit Pre-Cal in accordance with JJC
- ▶ PE-Junior/Senior PE (please see Curriculum Guide for choices)
- ▶ Elective
- ▶ Students may start choosing to take WILCO during their Junior year, which would alter how they would get their graduation credits in, please see your counselor if you are considering this option!

SENIOR YEAR

- ▶ If your son/daughter is on track to graduate only English and PE are required during this year, the rest can be chosen by family/student
 - ▶ English IV or AP Literature or Dual Credit Rhetoric through JJC
 - ▶ PE-please see choices in [Curriculum Guide](#)
 - ▶ Elective/class of choice
 - ▶ Elective/class of choice
 - ▶ Elective/class of choice
 - ▶ Elective/class of choice
- ▶ The other four classes are determined by the students plan of study and if they are meeting graduation requirements, we encourage you to fill out a four- year plan to get in all the classes you want to reach your post-secondary goals!



FOUR YEAR PLAN

Freshman Year Courses	Sophomore Year Courses
English -	English -
Math -	Math -
Science -	Science -
Wellness	Driver's Ed. / Health
Elective -	US History / Elective -
Elective -	Elective -
Junior Year Courses	Senior Year Courses
English -	English -
Math -	PE-
Science -	Econ & Gov. / Elective -
PE -	Elective -
US Hist / Econ & Gov / Elective -	Elective -
Elective -	Elective -

COURSE SCHEDULING TIPS...



- You need to enter enough course requests to have a full seven period school day.
(Every student should show 6.0 courses, because one period is your lunch/study hall)
- When choosing semester only courses, select courses in the opposite semester.
Courses ending in 1 are first semester courses and courses ending in 2 are second semester courses. If the class can run either semester, there is a 5 at the end of the code.
- Core course teacher recommendations and Driver's Ed/Health will not be open for edit. Those changes need to go through your counselor.
- Email your counselor your alpha high school counselor if you need help

STUDENTS ENTERING COURSE REQUESTS IN HAC

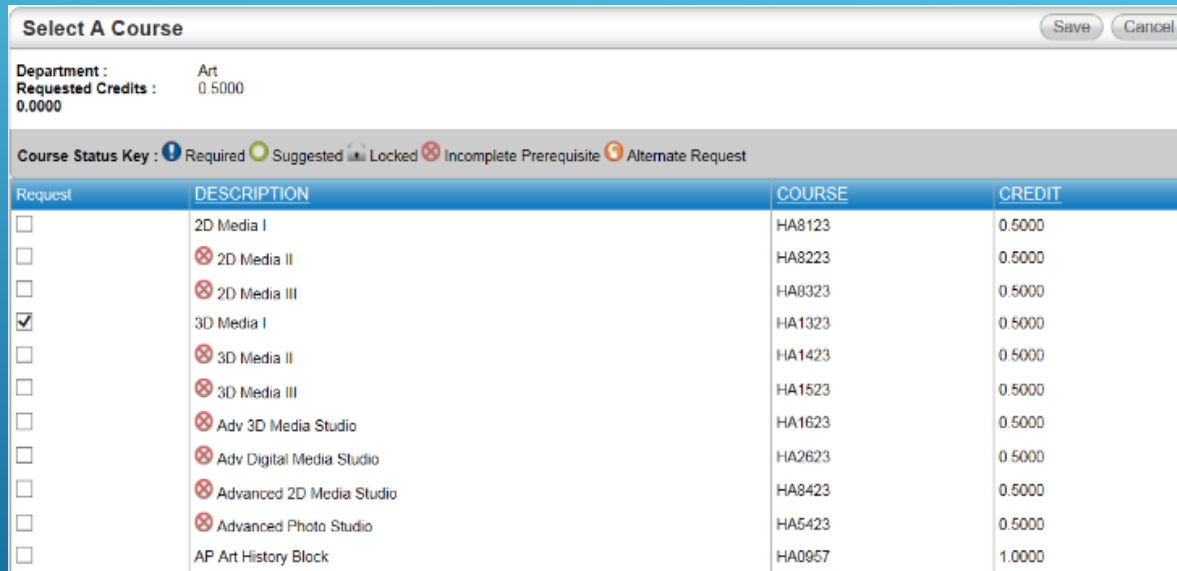
- Log in to [Home Access Center](#) (**STUDENT LOGIN ONLY**)
- Click on the **CLASSES** icon at the top of the screen, then click on the **REQUESTS** tab
- To the right of each department, click the **EDIT** button to access the courses

The screenshot displays the Home Access Center (HAC) interface. At the top, there are navigation icons for Home, Attendance, Classes, Grades, and Registration. Below these is a blue navigation bar with tabs for Classwork, Schedule, and Requests. The 'Requests' tab is active. Below the navigation bar, there is a 'Course Status Key' section with icons for Required, Locked, Incomplete Prerequisite, and Alternate Request. The main content area shows a 'Course Requests' section for the 2015-2016 School Year at St Charles North High School, Grade 12. A table lists various departments, each with an 'Edit' button to its right.

Department	Course	Credits	
Art (ART)			Edit
Business (BUS)			Edit
Elgin Community College (ECC)			Edit
English (ENG)			Edit
Family & Consumer Science (FACS)			Edit
Foreign Language (FL)			Edit
Fox Valley Career Center (FVCC)			Edit
Lunch/Study/Unscheduled (LUNCH)			Edit
Mathematics (MATH)			Edit
Music (MUSIC)			Edit

STUDENTS ENTERING COURSE REQUESTS IN HAC

A pop-up will appear (as shown below) and you will check the request box for each course you would like to add, and then click **SAVE** when you are done with this subject area



Select A Course [Save] [Cancel]

Department : Art
Requested Credits : 0.5000
0.0000

Course Status Key : Required Suggested Locked Incomplete Prerequisite Alternate Request

Request	DESCRIPTION	COURSE	CREDIT
<input type="checkbox"/>	2D Media I	HA8123	0.5000
<input type="checkbox"/>	2D Media II	HA8223	0.5000
<input type="checkbox"/>	2D Media III	HA8323	0.5000
<input checked="" type="checkbox"/>	3D Media I	HA1323	0.5000
<input type="checkbox"/>	3D Media II	HA1423	0.5000
<input type="checkbox"/>	3D Media III	HA1523	0.5000
<input type="checkbox"/>	Adv 3D Media Studio	HA1623	0.5000
<input type="checkbox"/>	Adv Digital Media Studio	HA2623	0.5000
<input type="checkbox"/>	Advanced 2D Media Studio	HA8423	0.5000
<input type="checkbox"/>	Advanced Photo Studio	HA5423	0.5000
<input type="checkbox"/>	AP Art History Block	HA0957	1.0000

After you click **SAVE**, the courses you selected will appear below the department

STUDENTS ENTERING COURSE REQUESTS IN HAC

At any time, you can click on the EDIT button if you would like to add another course in that subject area or to remove a course that you had previously selected.

Course Status Key: Required Locked Incomplete Prerequisite Alternate Request

Course Requests - 2015-2016 School Year - St Charles North High School - Grade 12

Department	Course	Credits
Art (ART)	3D Media II (HA142)	0.0000
		Art (ART) Total : 0.0000
Business (BUS)		Edit
Elgin Community College (ECC)		Edit
English (ENG)		Edit
Family & Consumer Science (FACS)		Edit
Foreign Language (FL)		Edit
Fox Valley Career Center (FVCC)		Edit

HELPFUL LINKS

The links below access course selection paperwork your student may need:

[2021-2022 Curriculum Guide](#)

[P.E. Exemption Form - 11th & 12th graders](#)

[P.E. Leadership Program – 11th and 12th graders](#) OR [SCORE P.E. Leadership Application](#)

[Wilco - 11th & 12th graders](#)

[Late Start/ Early Release Form - 12th grade](#)

[Work Internship Application - 12th grade](#)

[Early Graduation Application-12th grade](#)

[Early Bird PE](#)

[Paw Print Or Yearbook Application](#)

- ▶ **There will be opportunity to for a zoom for students to ask a counselor questions regarding their 2021-2022 course schedule during PE during the first two weeks of February.**
- ▶ **Counselor virtual Zoom meeting links will be shared with the PE teacher at the beginning of class on the date that counselors will be available.**
- ▶ **If your student does not have a PE class and would like to meet with the counselor about their schedule, then please have your son/daughter e-mail their counselor to set this up.**
- ▶ **Note: Please be patient while waiting in the Zoom waiting room. Students will be admitted to the Zoom once the previous student is finished.**

STUDENT & COUNSELOR SCHEDULING MEETING

STUDENT & COUNSELOR SCHEDULING MEETING

This meeting IS:

- A brief, focused meeting
 - Time for the counselor and student to review course selections, credits and academic standing
 - Come with your list of questions!



This meeting is NOT:

- Time to *start thinking* about selections
 - Selections should be thoughtfully considered and inputted into HAC PRIOR to meeting with your counselor.



THANK YOU!

Contact your counselor with questions:

Nicole Ursetta
College & Career
A-B
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Jennifer Gawenda
MAS-P
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Laura Grygiel
Dual Credit & Q-S
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Jamie Heikes
Score & FO-N
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Anne Gomez
ELL & T-Z
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Megan Kappas
Outplaced & I-MAR
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Plainfield South Student Services
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