



DIRECTIONS FOR 2017-18 COURSE SELECTIONS

PROCEDURE:

1. Signing day is today, February 1st!! On the Schedule Card, get teachers to sign or initial for those classes that require a signature (even your alternates). Teacher signatures are necessary to help determine appropriate placement in classes that require recommendations, so signatures are very important.
2. Use the Scheduling Card, while referring to the Curriculum Guide (found on our website under Counseling-2017-2108 Scheduling Resources), to select your classes for next year. Remember, you need 6 total credits, course numbers with a 2 at the end indicate half year classes or .5 credit (ex. 2012 American History 1), and course numbers with a 3 at the end indicate full year courses, or 1 credit classes (ex. 4093 Chemistry).
3. Once you have chosen (6) six credits, please take careful considerations into choosing alternates for the elective classes you chose. Please remember that we do our very best to create a schedule using your original 6 credit choices, but without alternates chosen, your schedule may not be submitted.
4. Once you have your selections made, along with your alternates, please access Home Access Center with your parents to input your class choices into our online scheduling. For an easy, quick tutorial on how to do this, please use the following link: <http://tinyurl.com/gphkgaf>
5. Write your name, student number, and phone number in the upper right corner of the Scheduling Card.
6. Have a parent sign in the upper right corner of the Schedule Card.
7. Turn in your schedule card to your 1st hour teacher on **Tuesday, February 7, 2017** (Please make certain that your parents have signed your schedule card)

Important things to remember:

- Use the AHS Counseling website (2017-2018 Scheduling Resources) to help remind you what graduation requirements you still need to fulfill. Also, find course descriptions here, as well as elective advertisements from teachers on why their class may be a good fit for you.
- Although schedule requests will be submitted using HAC's online scheduling, the schedule card will be your counselor's reference tool to make sure it is submitted accurately, so make sure your card is done correctly and turned in as well. This will ensure that even if you have problems with HAC, your schedule requests will still be recorded accurately by your counselor.
- You will be meeting with your counselor (they will call you down by class) sometime after the cards are turned in on the 7th. If changes need to be made at that time, your counselor will be able to do that with you.
- Please continue to take as rigorous a course selection as you can. Use your teacher's guidance, counselor guidance, and parent advice to determine what is most appropriate for you.
- Please take careful consideration when choosing classes, as you will be held to those classes. Scheduling is a tight process, and we rely heavily on your thoughtfulness when choosing.
- Alternates are your friend!! Please do not ignore them as they are a crucial step in the counseling process. You only hurt yourself when you do not choose alternates.