

Course Selection Process

1. In each subject area, students are presented with subject-specific information regarding their options for next year (*AP versus Honors versus College Prep, etc.*). Teachers then offer student-specific recommendations to help students make the most informed decisions.
2. Students are encouraged to take advantage of the Elective Fair and VAPA Show by using that time to gain exposure to various electives of interest and participate in classroom discussions to better understand the material, format, and style of the course.
3. Discuss preliminary course selections with your parents referencing information in the Course Catalog to make informed decisions.
4. Utilize the purple course selection form to assess the time demands of each class. Pay special attention to your daily schedule, activities, travel time, and any other personal issues that may impact your day. Make sure you factor in time for sleeping, eating, and spending time with family and friends.
5. Select your courses in the Aeries system during counselor “Pre-Reg” presentations,
6. Return the purple Course Registration form to your counselor with your signature and that of a parent/guardian on or before the deadline. Failure to go through the course selection process on time will limit opportunities for choice and flexibility in scheduling.
7. Review your course selections with your counselor in March/April via the tentative timeline below.

Pre-Registration Timeline

January

- CHS teacher conversations with students
- CHS student Elective Fair
- 8th Grade Parent Night (CHS Theatre)
- AP/Honors Parent Night (CHS Theatre)
- Counselor pre-registration presentations & student course selection

February

- CHS Academic Counselor meetings with 8th grade students (CMS Library)

March/April

- CHS Academic Counselor individual meetings with 9th-11th grade students

May

- **Deadline to submit final requests for a schedule change for the following school year is the last day of the 2017-2018 school year*.**

**Considerable effort has gone into developing the scheduling process and timeline to ensure students make informed and conscientious decisions when selecting their courses. Because significant master schedule and staffing decisions are made based on student course requests, it's important for students and parent(s)/guardian(s) to understand that only students with extenuating circumstances, incomplete schedules, or scheduling conflicts will be able to make changes.*

SCHEDULING POLICIES

Changing, Adding, and Dropping Courses

CHS Counselors and Administrators have dedicated significant efforts to ensure students are enrolled in the most appropriate courses upon consideration of the student's post-secondary goals. Prior to selecting their courses, each student has met with a teacher from each academic discipline to discuss individual course recommendations. Additionally, counselors have given classroom presentations detailing both graduation requirements and college admissions requirements/expectations to assist students in selecting the most appropriate schedules based on their individual pursuits. Finally, counselors meet one-on-one with each student to review their course selection. Significant Master Schedule and Staffing decisions have been made based on Spring course selection of CHS students. Therefore, our policy regarding the changing, adding, and dropping of courses is as follows:

Dropping Courses

There will be **no schedule changes during the first 3 days of school**. Only students with missing period(s) or a SEE COUNSELOR notice on their schedule will be able to meet with a counselor to change their schedules. *Under no circumstance will counselors change schedules based on teacher requests.*

During the first 10 days of school students may *request* class changes **for special circumstances only**. Exceptions and special circumstances must be recommended by a counselor and approved by administration. Students interested in making changes during the first 10 days of school should request a meeting with their counselor. If the change is possible, counselors will contact students as soon as possible. Students are expected to continue attending their original classes until their counselor notifies them of a change. **After the 10 day period, students are required to stay in the class(es) for the remainder of the semester.**

Dropping a course after the first 10 days

WITHDRAW (W) – Students dropping a course after the **11th day through the first 6 weeks** of instruction will earn a W (withdraw) on their transcript. A Withdraw does **not** affect a student's GPA. Only students who demonstrate an extenuating circumstance will be able to drop a course and earn a W. When moving from one class to another, the current grade will carry into the new class.

WITHDRAW/FAIL (W/F) - Students dropping after the 6th week of instruction will earn a Withdraw/Fail (W/F) on their transcript. A Withdraw/Fail affects the GPA the same as an F and will make students ineligible to compete in athletics.

Adding Courses

Courses may be added after the initial scheduling process under the following conditions:

- During the designated scheduling days, a student may add a class **if space is available**.
- Select courses may be added after the designated scheduling days only with recommendation of a counselor and approval by administration.

Academic Waiver Process

Students may request a waiver when he/she desires to enroll in a course for which he/she is not recommended. See your counselor to apply for a waiver.

Important Grading Information

*AR 5121: An Incomplete is given only when a student's work is not finished because of illness or other excused absence. If not made up within six weeks, the incomplete shall become an "F".

- A. Clearing Incompletes for students seeking athletic eligibility - Students receiving an "Incomplete" as a semester grade, have 10 school days to make up the work. If, after 10 school days, the student does not receive a passing grade that replaces the Incomplete, the student remains ineligible for athletics. Pending

replacement of the Incomplete grade - the student may be allowed to practice but will not be allowed to compete.

- B. Clearing Incompletes for **students not seeking athletic eligibility** – If, after 6 weeks, the work is not made up, the Incomplete automatically becomes an “F”.
- C. Grades and Credits for Repeated Courses - If a student repeats a course after earning a “D” or “F”, the credits for the first course will be eliminated. The grade, however, will remain on the transcript but will not factor into the GPA.

Returning from Independent Study/Home Schooling

Students returning from Independent Study or home schooling must **complete the second semester of their senior year as full time students at Carmel High School** in order to participate in the Carmel High School Graduation Ceremony.

Courses Taken Outside of CHS

Students may supplement their high school experience by taking additional courses at MPC or additional universities. CHS **may** grant up to 10 credits (un-weighted) per year for high school credit (3 college units = 10 high school credits). *To sign up for an MPC course, please visit the MPC website to download the necessary forms.*

Students may only apply **10 credits of Cyber High** (summer school) to their total graduation credits during the course of their entire high school career. **Please note** – Cyber High credits can only be used to replace a course in which a student earned a “D” or “F” grade.

To receive CHS credit, the non-CHS course must meet the following criteria:

- A. The course must be approved by a CHS counselor and administration **prior** to the student enrolling in the class.
- B. The course taken must be one that is not offered at Carmel High School. A remedial course taken to replace an “F” or “D” on the transcript is an exception. In this case, the student has the option to re-take the class at CHS or in summer school. If a student wishes to take a course for advancement, they must have counselor and administrative approval.
- C. Online courses will not be accepted by CHS - with the exception of programs offered through CUSD or pre-approved by administration.

Awarding Credit to Students for International Academic Credits

Carmel High School (CHS) students must inform their counselor of any intent to temporarily attend a high school outside of the United States prior to enrolling in a foreign high school or exchange program if they expect to receive credit on their CHS transcript upon their return.

CHS may award credit for work done at other educational and cultural institutions. The decision to award transfer credit for work done at educational institutions other than United States registered high schools shall be based on whether the record indicates that the work is consistent with CHS commensurate learning standards and is of comparable scope and quality to that which would have been done at CHS.

Students, and their families, should understand that courses and marks will appear on their CHS transcript exactly as they appear on the official secondary record issued by the foreign educational institution. CHS will not, however, indicate any foreign issued grades on the transcript, regardless of interpretation; courses will only be awarded “Credit” or “No Credit” using *Evaluating Foreign Transcripts: The A-Z Manual* (2006). New York City Department of Education.