

# A NOTE TO PARENTS & STUDENTS ABOUT THE SCHEDULING PROCESS AT SOUTH BRUNSWICK HIGH SCHOOL

SBHS conducts the scheduling process on-line. It is imperative for parents to be logged into their Family Connect in Power School to access registration information.

If you do not have access, please contact your child's counselor. SBHS will provide assistance with the on-line registration process for those parents requiring support. The school will also have computers available for those parents who wish to utilize them. Please contact the Guidance department if you need assistance.

It is essential that students adhere to ALL deadlines. If the registration process is not completed by the specified date, counselors will complete the course selection for the student and the student will not be able to make changes.

When you enroll on-line you will begin a process that will build a master schedule for the next school year. The courses that you choose will be tallied with all of the requests from other students to create the classes offered for next year. Keep in mind that some courses have restrictions on the number of students that can take the course. This is usually the case when a course needs a particular classroom and that classroom is unique to the program (an example is Automotive Technology). In a case where space is limited, preference is usually given to seniors since they do not have the option of taking the class in subsequent years. If you sign-up for a course that is oversubscribed, you will automatically be placed in one of your alternate course choices.

Once the review of selections is completed, the process of building the master schedule begins. Based on the selections that you made, classes are created and placed in the schedule so that the largest number of students possible get the courses that they selected.

**Please pick your courses carefully at the time of online registration so that you are not disappointed when you receive your final schedule as no changes can be made following the initial course selection process.**

Please read the course descriptions carefully; look at the prerequisites and talk to friends, teachers, parents and your counselor so that your choices truly reflect the courses that you want to take.

**Please consider all of your options; make your selections and register ON TIME. Be very careful in selecting your alternate courses, since we may not be able to accommodate your first choice in all areas and you will automatically be placed in an alternate. Failure to meet the course registration deadline may jeopardize the chance of getting your desired program of study.**

## IMPORTANT DATES PERTAINING TO SCHEDULING 2017-2018 ACADEMIC YEAR

**Entering a New Course** – If a schedule change is approved, students may enter a new course by the stated deadlines\* for entering a semester or full-year course. Students entering within this time

frame are expected to make up any work deemed necessary by the teacher in a reasonable period of time.

**Dropping a Course** – With approval, students who drop a course by the stated deadlines\* will have NO indication of the dropped course on their transcript. However, the course and any grades will remain in the student's record.

Students who drop a course AFTER the deadlines will bear a penalty to their GPA. See full explanation below.

**Changing a Course Level** – If approved, students may switch to a different course level within the same discipline by the stated deadlines\* for Dropping a Course. ALL grades from the original course will transfer with the student to the new class and be used *as deemed appropriate* by the teacher in computing quarterly and final grade averages. Students may initiate a level change during the first two weeks of school. After this time, ALL changes must be initiated by the teacher.

**If a course is dropped OR a change of level occurs AFTER the deadlines, penalties will be incurred:**

The original course will be included on the transcript with a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing), whichever is representative of the student's cumulative grade average in the class at the time of withdrawal. Just as with an F, **both** WP and WF have a **negative** impact on a student's overall Grade Point Average, counting as credits attempted but no grade points earned.

The new course and grades will also be included on the transcript.

**\*Specific deadline dates will be listed in the 2017 – 2018 Student Planner/Calendar of Important Dates**