

IMPORTANT SCHEDULING INFORMATION 2016-2017

Students will have the opportunity to go online and complete or make changes to their 2016-2017 class schedule beginning after school Wednesday, May 18th for incoming Seniors, and Thursday, May 19th for Juniors and Sophomores. The scheduling window will close on Friday, May 27th at 3:00 p.m.

Students should take advantage of this scheduling window and make every effort to have a correct schedule for the next school-year with all required and elective classes scheduled and every class period filled.

Because students will have had an opportunity to edit schedules, Spanish Fork High School has adopted a new class change policy outlined as follows.

NEW CLASS CHANGE POLICY FOR THE 2016-2017 SCHOOL YEAR

- There will be a \$10.00 fee charged for any changes made after the online scheduling window closes. Pay the Finance Office and bring the receipt to the Counseling Office. Any exceptions (ALC classes, wrong placements, or teachers requests) must be approved by an administrator/counselor.
- After school begins, class changes will only be made before and after school and at lunchtime with a \$10.00 fee.
- With counselor/administrator approval, changes made after 7 school days at the beginning of 1st and 2nd semester will receive a "WP" (withdraw passing) or a "WF" (withdraw failing) grade for the class being dropped. The withdrawal grade will remain on the transcript. A \$10.00 fee will be charged.
- All changes made after mid-term will result in an "F" grade for the class dropped, and the student cannot earn credit in the class added. The failing grade will remain on the transcript and figure into the GPA. A \$10.00 fee will be charged.

Helpful Hints:

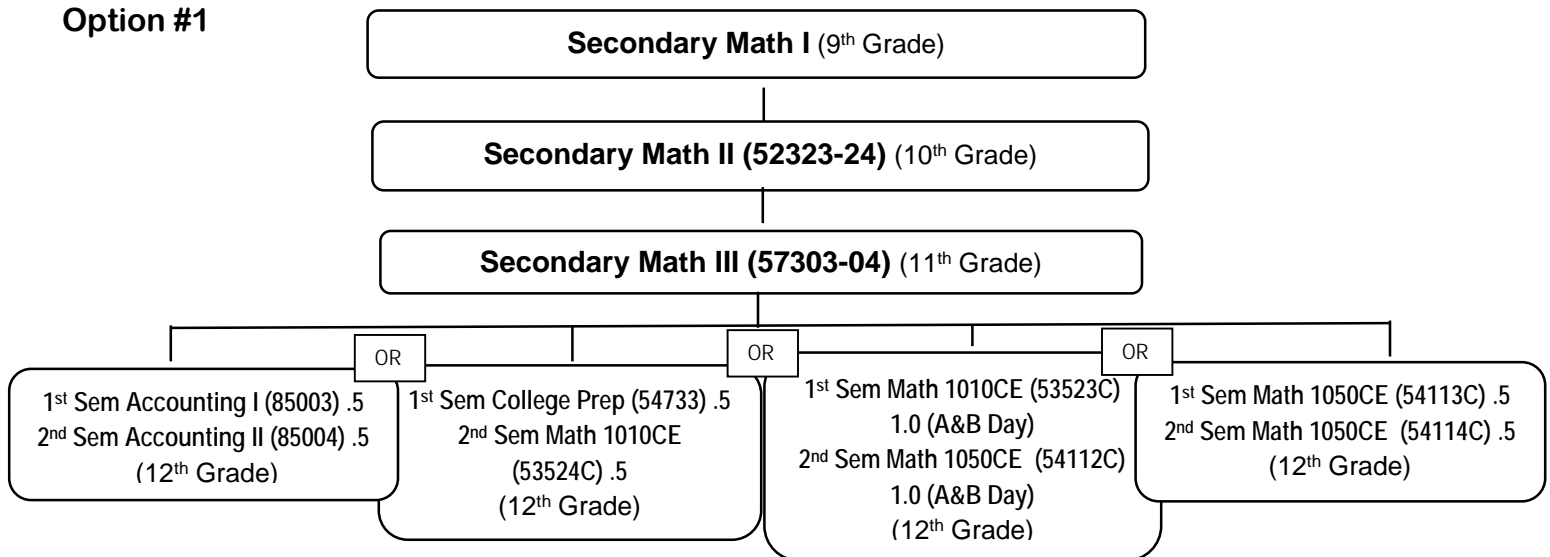
- ★ AP classes are advanced placement classes. Students taking these courses should have 3.0 GPA ("B" average).
- ★ CE stands for concurrent enrollment. Students should plan on signing up for the college credit. Be mindful of concurrent enrollment deadlines. If students do not sign up for concurrent enrollment they will be moved to a non-concurrent enrollment class teaching the same curriculum for high school credit only.
- ★ ALC classes are taught at the Advanced Learning Center in Springville. Students should sign-up for at least 2 consecutive classes due to drive time. There is a bus available.
- ★ Make sure all required core courses are scheduled. Year-long classes should have the "A" section scheduled 1st Semester and the "B" section scheduled 2nd Semester.
- ★ Don't move a core class unless you can schedule it in another period.
- ★ Schedule classes that are offered less frequently first. Classes that are offered multiple periods are easier to move around. Example: Released Time
- ★ If a class is full, keep checking the online scheduler to see if another student has dropped the class and a spot has opened up.
- ★ Realize that every effort is made to have a master schedule that accommodates most students. Occasionally there are class conflicts. Some classes are only offered one period. If this happens, choose the class that you most need or want to take.
- ★ There are several reasons classes are locked and can't be moved. Special Education teachers have "pre-scheduled" core requirements. These classes can't be moved without approval from a Special Education Teacher. There have been some counselor/administrative placements made in Math. These classes are also locked. Please realize these placements are for the benefit of the student and can only be changed through a counselor or administrator.
- ★ Internships, Library, Office and Teacher Assistants must have an approved signature. Also, teacher approval classes (See Teacher Approval Course Form) must have an approval signature. Forms can be picked up in the Counseling Office and the signed form must be returned in order for the changes to be made.
- ★ **"NO CREDIT RELEASES" (free period) FOR SENIORS WILL ONLY BE MADE 2ND SEMESTER AFTER ALL GRADUATION REQUIREMENTS HAVE BEEN MET. SEE YOUR COUNSELOR AT THE END OF 1ST SEMESTER.**

Mathematics

Important: Math teachers and counselors have used previous math grades and test scores to place students in the math class they will be most successful. Some students have been placed in a stretch Secondary Math I-II Class or a stretch Secondary Math II-III Class. They will also have a corresponding math lab in their schedule. These students have been “pre-scheduled” and will not be able to change their math period or teacher. If there is a concern, please see your counselor.

Please check the flow chart below to make sure the correct math class is scheduled for 1st and 2nd semester.

Option #1



Note: To sign up for Math 1010CE you must have a “C” average in Secondary Math I, II, & III.

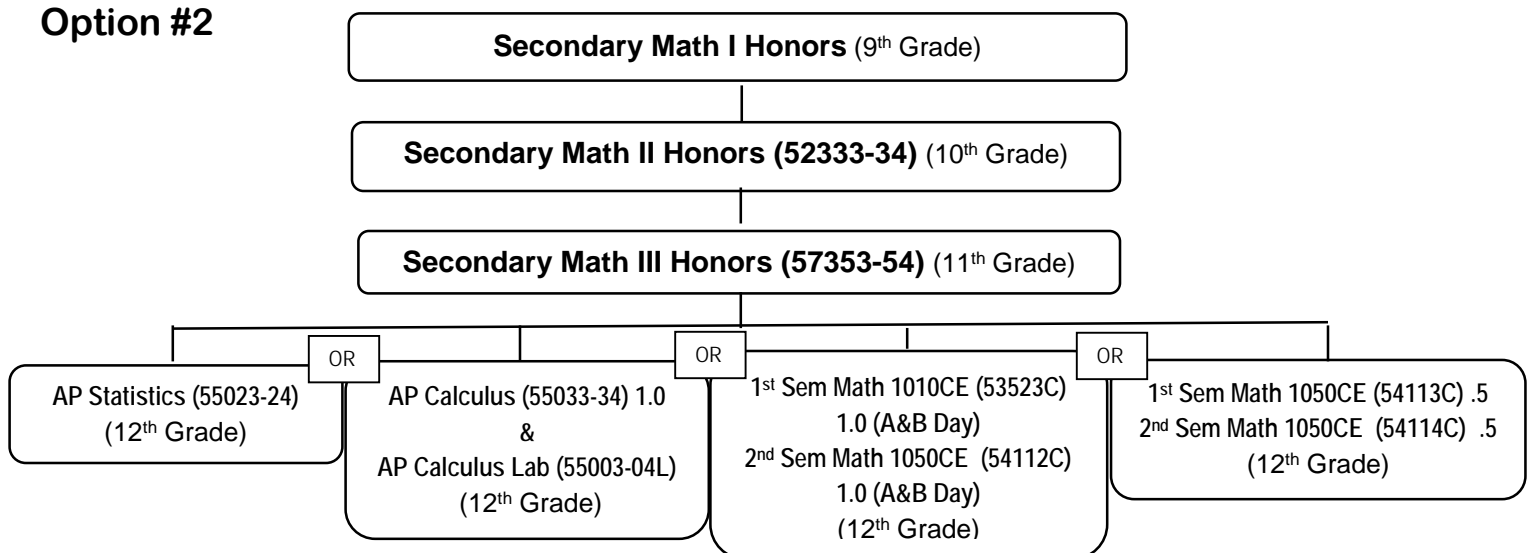
To sign up for Math 1050CE an ACT score of 23 or higher in Math is required or you must have passed Math 1010CE with a “C” grade or better.

If you take a concurrent enrollment class (CE) you must register for the concurrent enrollment credit at Utah Valley University. More information can be found at uvu.edu/concurrent Phone Number: 801-863-8376

Math labs are a supplement to regular math classes. They will offer extra help and support; however, only elective credit will be awarded for a passing grade.

Students may go from Secondary Math II to Accounting for their 3rd year of math with written parent permission. This is not advisable for students planning on going to college.

Option #2



Required Labs

- ⇒ AP Calculus 55033-34 must also take the **AP Calculus Lab** 55003-04L. Seniors only
- ⇒ AP Language and Composition 43033-34 must also take the **AP Language Lab** 43033-34L. Recommended for Juniors. Open to Seniors.
- ⇒ AP Literature and Composition 43023-24 must also take the **AP Literature Lab** 43023-24L. Recommended for Seniors.
- ⇒ **Biology 1010 CE (AP Biology)** 35403-04C must take the **AP Biology Lab** 35203-04L. Open to Sophomores, Juniors & Seniors.

Optional Labs

- ⇒ AP Chemistry 36353-54. **AP Chemistry Lab** 36353-54L is optional.
- ⇒ AP Physics 36503-04. **AP Physics Lab** 36503-04L is encouraged.
- ⇒ AP Psychology 63803-04. **AP Psychology Lab** 63803-04L highly encouraged. Open to Juniors & Seniors.
- ⇒ AP US History 62703-04. **AP US History Lab** 62703-04L highly encouraged. Open to Sophomore, Juniors & Seniors.

Concurrent Enrollment

English 1010: Introduction to Writing CE – For Seniors only. Only students signing up for Concurrent Enrollment should take this class. A 3.0 (“B” average) high school GPA is required and an ACT score of 20+ in English and 18+ in Reading or an ACT score of 18+ in English and 20+ in Reading is required to sign up for UVU Concurrent Enrollment. Students may substitute ACT scores with a UVU Accuplacer Reading & Sentence Skills Test.

A COMPLETE LISTING OF COURSE OFFERINGS IS ON THE SFHS WEBSITE (sfhs.nebo.edu). CLICK ON THE COUNSELING LINK AND THE COURSE OFFERINGS TAB ON THE RIGHT-HAND SIDE.

Online Scheduler Instructions

- Begin by signing into your Aspire/SIS account.
- Click on **scheduling** from the list on the right side of your screen.

To search for a course:

1. You may start typing in the search box to search for a course by: course name, course number, teacher, period, term (T1, T2 etc.) or semester (S1 or S2). This search will limit to only those courses, teachers, or periods for which you enter. **OR**
2. You may click on the number in the period box on your schedule template. When you click on the number in the box, the list will show only those courses available during that period.

Selecting a course:

- Once you have searched for a course, you can click on the course name and open the options that course is offered.
- Click on the course you want added to your schedule and it will be inserted into your schedule.

Replacing a course:

- Click on the period and you will see a list of those courses available during that period. Click on the desired course. A message will appear letting you know which class you are already scheduled for and confirming you want to replace it. By clicking “Replace” you will place yourself in that course. By clicking “cancel”, your schedule will remain.

Deleting a course:

- By clicking on the red “x” in the course box, you can delete that course from your schedule. Note: Once you click the red “x”, the course will disappear immediately.

Reviewing & printing schedule:

- To review your schedule and print it, click on the “View Schedule Only” button below the schedule. This will bring up your schedule where you can print it.