

**FRESHMAN COURSE REQUEST FORM
MUST BE SUBMITTED TO COUNSELING BY WED., JAN. 26, 2022**

LAST Name:	First Name:	Student ID#
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Use Student's full name as it appears in HAC

*Student's Email _____ *Student Cell/Texting # _____
 (*checked regularly in case your counselor needs to contact you about your schedule in August)

Guardian Email _____ Guardian Phone # _____

To Students and Guardians: Please read the following directions:

1. Request courses carefully and type them in the correct space. **Please include the course number.**
2. Listing "Course Alternate Choices" is REQUIRED in case you have course conflicts.
3. **Complete your course requests in HAC by Jan. 26, 2022 and submit this form to your counselor by Jan. 26th.**

SEMESTER 1

SEMESTER 2

	Course #	Course Title		Course #	Course Title
1	0510NC	CIVICS STUDIES: ENGLISH	1	0510NC	CIVICS STUDIES: ENGLISH
2	0510NC	CIVICS STUDIES: GOVERNMENT	2	0510NC	CIVICS STUDIES: GOVERNMENT
3		MATH: <i>(type course title in the space above)</i>	3		MATH: <i>(type course title in the space above)</i>
4		PHYSICS 1: ____ <i>(if you want to take Honors, designate on the line above)</i>	4		PHYSICS 1: ____ <i>(if you want to take Honors, designate on the line above)</i>
5	0140NC	ADVISORY	5	0140NC	ADVISORY
6	6550HE	HEALTH* <i>(*May be scheduled either semester)</i>	6		PE*: <i>(type course title in the space above)</i> <i>(*May be scheduled either semester)</i>
7			7		
8			8		

CLASS ALTERNATE REQUESTS (if you can't get your 1st choices listed above, what do you want to take instead?)

If you request semester classes above, please provide at least two (2) semester alternates.

	Course #	Course Title		Course #	Course Title
1		<i>Enter an alternate PE class here</i>	4		
2			5		
3			6		

***My signature below indicates that I understand the registration information on the back of this card, and I have thoughtfully selected the above courses.**

I plan to participate in the following MSHSAA activity(ies):

*Student Signature

ELL /Special Ed Case Manager Name: _____
 (check the box and type case manager name above, if applicable)

*Parent/Guardian Signature

Registration Instructions & Reminders

All students must enroll in a full-time schedule (8 blocks of classes, 1 of which is a study block). Students cannot enroll in more than 8 credited classes/year (students enrolling in an Early Block class, must have a study block).

- **Freshmen** must have Advisory as time built into their school day for academic support.
- **Sophomores** must have an AUT as time built into their school day for academic support.
- **Juniors** *may* have one AUT (AUT can only be replaced with an Online course).
- **Seniors** *may* have two AUTs (if they do not need to be MSHSAA eligible). Seniors must enroll in a full-time schedule (no more than 2 AUTs) unless a Part-Time Student Application is completed and submitted.

The building master schedule is built based on student course requests; therefore, changes in the fall may not be possible.

- The decisions for first choice courses as well as alternate class choices (classes you will be placed in if your first choice is full, is not offered, and/or conflicts with another course) need to be made *thoughtfully*.
- Speak with teachers and your parents / guardians regarding the best choices for you. **Spend time reviewing course descriptions, talk to your current teachers, and attend the Course Fair on Jan. 25th to ensure you understand course topics and expectations as you make selections.**
- Elective schedule changes will not be made in the fall, so be sure to choose your course requests thoughtfully.

Your individual schedule is built based on the courses you request (including course alternates) on the registration form.

**** No changes to student course requests will be made after March 3, 2022 ****

Level changes (AP to Honors, Honors to Regular) will not be allowed until after the first IPR or 1st major assessment. It is important you choose your courses wisely, taking into consideration the rigor of all courses requested *as well as extracurricular activities and other time commitments*.

- The student and their parent/guardian must communicate with the teacher prior to any level change being considered.
- Level changes may not be possible based on scheduling constraints and/or space availability.
- We cannot guarantee that a level change will not disrupt the remainder of the student's schedule as openings in the new course may not be available the same block.

***MSHSAA ELIGIBILITY:**

	For FALL SEMESTER participation, student must:	For WINTER SEMESTER participation, student must:
Senior	<ul style="list-style-type: none"> • Have earned at least 3.25 credits in the spring semester junior year • Be enrolled in at least 3.25 credit-earning classes 	<ul style="list-style-type: none"> • Have earned at least 3.25 credits in the fall semester senior year • Be enrolled in at least 3.25 credit-earning classes
Junior	<ul style="list-style-type: none"> • Have earned at least 3.25 credits in the spring semester sophomore year • Be enrolled in at least 3.25 credit-earning classes 	<ul style="list-style-type: none"> • Have earned at least 3.25 credits in the fall semester junior year • Be enrolled in at least 3.25 credit-earning classes
Sophomore	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the spring semester freshman year • Be enrolled in at least 3.25 credit-earning classes 	<ul style="list-style-type: none"> • Have earned at least 3.25 credits in the fall semester sophomore year • Be enrolled in at least 3.25 credit-earning classes
Freshman	<ul style="list-style-type: none"> • Promotion from 8th grade 	<ul style="list-style-type: none"> • Have earned at least 3.0 credits in the fall semester freshman year • Be enrolled in at least 3.0 credit-earning classes and advisory

REMINDERS:

- Counselors are not available during the summer months.
- The scheduling software system is unable to accommodate:
 - requests for Advisory / AUT a certain block
 - requests for certain teachers
 - requests to be in classes with friends
- **Due to the complex nature of the master schedule, it is likely you may not get all your first-choice requests.**
 - It is important that you select Alternate Class Choices you are truly interested in taking as you may end up scheduled in one or more of the alternate courses you requested.



If you do not fully complete the Registration Form (including choosing Class Alternates), counselors may have to select available elective courses to complete your schedule.