

Scheduling Instructions

In addition to scheduling your classes this year, I want to collect some information about you and your plans for the future. You will need to complete each of these items to be able to go on to the next, and ultimately to enter your schedule requests. Please be as complete and accurate as possible.

To access the online schedule request form, go to the counselor page of the school website:

<http://www.lakelinden.k12.mi.us/counselor.php>

Locate the section for 2017-2018 Scheduling, and follow the link for your graduating class.

PART 1 – INFORMATION ABOUT YOU

- 1. Enter your first and last name.**
- 2. Which core academic area is your strongest?**
 - a. Select the area where you feel you do your best work, earn the best grades, or the one you enjoy the most.**
- 3. List one skill or talent that you have.**
 - a. This can be something from any area of your life, and does not need to be school related.**
- 4. When completing assignments...**
 - a. Select whichever option you prefer.**
- 5. Use the link to visit Truity.com and complete a Holland Interest Inventory.**
 - a. This will take a few minutes to complete. Read the directions and answer questions honestly to get the most accurate results. At the end, you will be given an interest code that best matches your responses. Feel free to read the descriptions and explore the site further.**

- 6. Use the link to visit 16personalities.com and take the Myers-Briggs Personality Type Indicator.**

 - a. This will take a few minutes. When you have finished, you will be given a four-letter code representing your personality type. Feel free to read the descriptions and explore the site further.
- 7. After I graduate from high school I plan to...**

 - a. Select the option that best describes what your plan is as of today.

 - i. Certificate programs are typically one year or less, and include many hands-on careers like cosmetology, automotive technology, welding, and construction.
 - ii. Associate degree programs are typically two years, and include a variety of options. Physical Therapy Assistant, Dental Hygiene, and nursing can all be associate degree programs, as can degrees in business, early childhood education and others.
 - iii. Bachelor's degree programs are generally four years in length. Select this option also if you are planning on pursuing an advanced degree, such as a veterinarian, lawyer, physical therapist, or something similar. While those degrees require more than four years, you will get a bachelor's degree first.
- 8. What job would you like to have after you finish your education?**

 - a. Fill in whatever job you think you would like to do as an adult.
- 9. What volunteer or service activities, either in school or in the community, have you done since you have been in high school?**

 - a. List anything you have done in this area.
- 10. List all of the clubs, groups, organizations and teams you have been a part of in high school.**

 - a. Include everything since you were a freshman. Note any offices you have held or awards you have earned in those positions.

PART 2 – ENTERING COURSE REQUESTS

11. Scheduling English, math, science and social studies for next year.

- a. In each area, select the course you will need to take for a full year next year.
 - i. If you need to make up a class from a previous year, make sure to select that as well, even if you only need a semester.
 - ii. All classes are listed in the order in which they are typically taken – Ninth grade courses are listed first, then tenth, then eleventh.
 - iii. Everyone will need an English class.
 - iv. Approved math electives that will also meet the senior math requirement include Automotive Technology and Building Construction.

12. Scheduling elective courses.

- a. You must account for seven class periods in your day.
- b. Depending on your progress to this point, you may only have one English class and one math class to complete, so you may need as many as five hours of electives.
- c. Be aware of the following regarding elective classes
 - i. Computer Applications is listed as an elective, but it is also a graduation requirement. You must take it sometime before you graduate.
 - ii. The Visual and Performing Arts credit(s) required for graduation may be met with any of the following classes: Art, Band, Creative Writing, Web Publishing, Woods
 - iii. CTE classes – Automotive Technology, C.N.A. and Health Careers, all take two hours out of your day, and are all offered at the same time. You would only be able to take one of these classes. Slots for these courses are limited, and are awarded on a first come, first served basis. ***These courses also require a separate application – See Mr. Sutherland***
 - iv. Dual Enrollment and Early College classes are included in your regular schedule as one class period for every two college credits. A three credit class is counted as one hour of your high school schedule. A four credit class is two hours. ***Please see Mr. Sutherland as soon as possible if you plan to schedule college classes. There may be deadlines and a separate application to complete.***

13.Scheduling alternate elective courses

- a. Occasionally the elective course you want is full or conflicts with your other courses. When that happens, it is useful for me to know what your next choice would be. In this section, select one elective course you would like if for some reason one of your other elective choices cannot be included in your schedule.

14.Final Notes

- a. You can return to the schedule request form and edit your requests through May. You can also see me any time to change your requests if you change your mind later, and all students have three weeks at the start of each semester to make schedule changes. Do your best to request the courses you want, but know that you are not locked in to your requests, and will have opportunities to change your mind later if you want.
- b. A copy of your transcript was provided when we met, along with a form that you can use to track your progress toward meeting your graduation requirements. Please review your transcript for accuracy and use the form to make sure you are taking the courses you need.
- c. Remember – easier does not mean better. If your goal is to get a certain job or get into a certain college, you need to do everything you can do and use what is available to you here to prepare.
Challenge yourself.
- d. See me if you have any questions or are not sure about which classes you should request.