

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/counsleor.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. 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.

6. 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.

PART 2 – ENTERING COURSE REQUESTS

All freshmen take English 9, Physical Science 9, World History, and Physical Education 9. Those classes will automatically be added to your schedule.

7. Scheduling your math class.
 - a.
 - i. If you were in Math 8 this year, and did not earn a passing grade in any quarter, select the Pre-Algebra option.
 - ii. If you were in Math 8, this year, and earned passing grades, select the Algebra I option.
 - iii. If you were in Algebra I this year, select the Geometry option.

8. Scheduling elective courses.
 - a. You must account for seven class periods in your day.
 - b. Because you will be taking one English class, one math class, one science class and one social studies class, and a gym class, you will need to account for two hours of elective classes.
 - 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. **When scheduling for next year, you should also consider what you would like to do during your junior and senior years. If you plan to take CTE classes, dual enrollment, or Early College, you should plan to get as many of your graduation requirements out of the way during ninth and tenth grade as possible.**
- iv. **Study halls should only be taken if you truly struggle completing your daily work on a regular basis. If you find that you typically do not have a lot of homework, take an elective class instead.**

9. 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.**

10. 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 form that you can use to track your progress toward meeting your graduation requirements was provided to you. Use that to help guide your course selections.**
- 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 take advantage of every opportunity you have in high school. Challenge yourself.**
- d. **See me if you have any questions or are not sure about which classes you should request.**