

SCHEDULING PRESENTATION

RISING SENIORS

Class of 2024
New Google Classroom Code Link:
[miuiwan](#)

TIMELINE FOR COURSE REGISTRATION 23-24

Jan. 27	Scheduling Lesson in the Auditorium and presentation available on Counseling Google Classroom page. Update your ICAP
Jan 27 - Feb 12	Students enter courses into SIS. Current Teachers verify courses are entered per their recommendations. **SIS will LOCK on Feb 12 and you will not be able to change your request after this date**
Feb 2	Pre-ACT/PSAT Return Lesson to go over scores and Watch Departmental Videos/Slides
Feb 6	Scheduling Tasting in the Gyms, ICAP, Registration & Conference Preparations.
Feb 10	TAP teachers hold mini-conferences and verify students have courses entered into SIS correctly.

TIMELINE CONTINUED...

Feb 14	TAP teachers distribute schedule forms/letters for students to get teacher and parent signatures.
Feb 14 - Feb 16	Time to get signatures from core teachers, required elective teachers, and parent/guardian(s).
Feb 17	Cadet Teaching & Supervised Office Experience Application Forms available for seniors to pick from the Counseling Center
Feb 21- Feb 22	Student Led Conferences - Students who turn in their forms on this date get preferential treatment for high demand courses. Students can take a picture of their form for their own records.
Feb 24	All course sheets are due to TAP teachers if they were not submitted at conferences.

CAREER & COURSE PLANNING GUIDE

Please review the planning guide carefully. Counselors and teachers can provide you with instructions and guidance but ultimately it is the responsibility of you (the student) and your parent(s)/guardian(s) to plan which courses best fit your needs in relation to your future goals and graduation.



Career and Course Planning Guide

2023 - 2024



TIPS FOR COURSE SELECTION

Pay attention to the first page of each departmental section of the Planning Guide to make sure you are following the proper sequence of courses.

Mathematics

The Math Department of the Mehlville School District realizes that each student learns in his or her own, unique way. Therefore, a crossover curriculum has been established that allows a student to move from one level to another. Placement based on the student's educational needs will be determined after consultation and consensus by interested parties (the student, parents, teacher, and counselor).

9th Grade	10th Grade	11th Grade	12th Grade
Honors Geometry (Y)	Honors Algebra II (Y)	College Algebra (Y) Pre-Calculus (Y) Advanced Placement Statistics (Y)	Probability and Statistics (Y) Advanced Placement Calculus (Y) Advanced Placement Statistics (Y)
Geometry (Y) Geometry in Construction: Geometry (Y)	Algebra II (Y) Honors Algebra II	College Algebra (Y) Pre-Calculus (Y)	Probability and Statistics (Y) Advanced Placement Statistics (Y) Advanced Placement Calculus (Y)
Algebra I (Y) Algebra IA/Algebra IB (Y) AMPED Algebra I (Y)	Geometry(Y) Geometry in Construction: Geometry (Y) Honors Geometry (Y)	Algebra II (Y) Honors Algebra II (Y)	College Algebra (Y) Probability and Statistics (Y) Pre-Calculus (Y) Advanced Placement Statistics College Prep Mathematics (Y)
Pre-Algebra (Y)	Algebra IA/Algebra IB (Y) Algebra I (Y) AMPED Algebra I (Y)	Geometry (Y) Geometry in Construction: Geometry (Y)	Algebra II (Y) Geometry (Y) Geometry in Construction: Geometry (Y)

S = Semester, Y = Year

THINGS TO REMEMBER

Graduation Requirements - 25 Units of Credit Required for Graduation	
Diploma Requirements	Units
English Language Arts	4
Fine Arts	1
Health	1/2
Mathematics	3
Personal Finance	1/2
Physical Education	1
Practical Arts	1
Science	3
Social Studies	3
Total Required Units	17
Electives (chosen from any area)	8
Total Graduation Units	25

TIPS FOR COURSE SELECTION

- Do not overwhelm yourself by signing up for too many Honors, AP, and/or Dual Credit Courses. Prioritize these courses according to your career path. (See list of all AP/Dual Credit courses in the Planning Guide.)
- Do not **under** challenge yourself. Take courses that will help you increase your intellect and prepare you for life after high school.
- Remember that Colleges, the Military, and Employers not only look at your GPA—but also at the courses you have taken.

TIPS FOR COURSE SELECTION

- Talk with your teachers about courses they recommend for you in their departments
 - SSD students must also communicate with their case managers.
- Look at your transcript to make sure you are taking the courses you need for graduation. Look to see what courses you have passed, not passed, or didn't receive credit in (NC).
 - Use the [MHS Credit Check Worksheet](#) to make sure you are on track for graduation.
- Use your YouScience results and Missouri Connections account to check into suggested courses in your career path.

TIPS FOR COURSE SELECTION

- Research the colleges, apprenticeships, & military branches you are interested in to see what their entrance requirements are and make sure you are taking the courses they require.
- Use the feedback from your Pre-ACT exam to decide which courses may help increase your knowledge in specific areas.
- If you took the PSAT, be sure to utilize the resources on the College Board website to learn more about your AP potential and recommended courses.
- If you are planning to play a sport in college you should also check the [NCAA Eligibility Center](#) regarding courses they require.

THINGS TO REMEMBER

- If you are placed in a class you have already earned credit for LET YOUR COUNSELOR KNOW -- most classes will not grant credit again (exceptions: band, strings, choir, and PE courses)!
- If you have failed any required course(s), you will need to take those in summer school. Talk to your core teachers to find out if they need to be put on your course request for next year, especially if you failed multiple courses. If you take and pass these classes during summer school, then your alternate elective classes will be used. Pass all your classes this semester!!!
- Make sure your primary classes add up to **7 credits!** You will not put in TAP, your TAP class will automatically be put in after schedules are complete.

LET'S GET STARTED!
SIS 360 STUDENT COURSE
SELECTION DIRECTIONS



Click above to view step by
step instructions and
screenshots on how to
enter your 2023-2024
course schedule.

THINGS TO REMEMBER

- **For STL CAPS, MyPath, Cadet Teaching or Office Experience**
 - Counselors will add these courses to student schedules at a later date. Students should put in a full schedule at this time.
- **For South Tech**
 - If you **are currently attending South Tech** your counselor will email you your South Tech course codes to enter into your schedule for next year. You will receive two codes (one for A Days-Tech and one for B Days-Tech Continued). Your counselor will lock you into the correct AM/PM section.
- **For Other Courses requiring an application:**
 - If you are interested in applying for Athletic Conditioning, AP Art, Employment Internship, Network Administration, Leadership, Broadcast Journalism, Journalism II or Yearbook Workshop next year then you can go ahead and enter these classes on your schedule. Just remember you will still need to fill out the required applications to be approved for the course.

EXAMPLES OF COURSE REQUEST SHEETS

Course Request Form 2023-24 for Rising 12th Graders

Dear [Redacted]

You have entered the courses below in SIS for the 2023-24 school year. Our goal is for all students to receive their ideal schedule; however, due to scheduling conflicts this may not be possible. If you are unable to have your first choices, your counselor will refer to your listed alternates in order of preference below. Failure to list alternates will result in placement of whatever courses are available. Please review this form with your parents/guardians & then sign in the designated areas. Your core teachers will also sign next to your core classes indicating approval. **Return this completed form to your TAP Teacher at Student Led Conferences on February 21 or 22 to get preferential spots in high demand courses. Final deadline to return the form is in TAP on February 24, 2023.**

Sincerely,

The MHS Counseling Department

Alternate Class Titles & Course Numbers:

1. _____ 2. _____

3. _____ 4. _____

Career Goal and/or Potential College Major _____

Signing below indicates both the student and parent/guardian have reviewed the student's Individual Career & Academic Plan (ICAP). Signing also indicates agreement with teacher recommendations and certifies the student meets the prerequisites listed for each course in the Career & Course Planning Guide.

Student Signature: _____

Parent/Guardian Signature: _____

Teachers will sign next to courses they recommend. If teachers disagree, they will line through the listed course, write the recommended course number, and then sign. If a student has an IEP, the student will also need to have the case manager sign at the bottom of the form verifying the courses meet the IEP expectations. TAP teachers will sign to confirm the courses fill 7 blocks and the semesters have been checked. TAP Teachers will also confirm Student Led Conference participation.

TAP Teacher Signature: _____ Date signed: _____

Student Led Conference (Circle One): Yes No

H0111-See-Any COLLEGE PREP LITERATURE
H0112-See-Any COLLEGE PREP WRITING
H1320-See-Any INTRO PSYCHOLOGY
H1340-See-Any SOCIOLOGY
H2382-Y COLLEGE PREP MATH
H3420-Y PHYSICS
H4227-Y ROBOTICS
H5400-See-Any PERSONAL FINANCE
H7240-Y CONCERT CHOIR MIXED
H8040-See-Any PERSONAL FITNESS FOR LIFE

Enter Alternates

Fill in Career Line

Students & Parents Sign

Make Corrections

Course Request Form 2023-24 for Rising 12th Graders

Dear [Redacted]

You have entered the courses below in SIS for the 2023-24 school year. Our goal is for all students to receive their ideal schedule; however, due to scheduling conflicts this may not be possible. If you are unable to have your first choices, your counselor will refer to your listed alternates in order of preference below. Failure to list alternates will result in placement of whatever courses are available. Please review this form with your parents/guardians & then sign in the designated areas. Your core teachers will also sign next to your core classes indicating approval. **Return this completed form to your TAP Teacher at Student Led Conferences on February 21 or 22 to get preferential spots in high demand courses. Final deadline to return the form is in TAP on February 24, 2023.**

Sincerely,

The MHS Counseling Department

Alternate Class Titles & Course Numbers:

1. H8040 Personal Fitness 2. H1320 Intro to Psychology

3. H5300 Sport/Entertainment/Media H7115 Digital Art

Career Goal and/or Potential College Major Theatre

Signing below indicates both the student and parent/guardian have reviewed the student's Individual Career & Academic Plan (ICAP). Signing also indicates agreement with teacher recommendations and certifies the student meets the prerequisites listed for each course in the Career & Course Planning Guide.

Student Signature: [Signature]

Parent/Guardian Signature: [Signature]

Teachers will sign next to courses they recommend. If teachers disagree, they will line through the listed course, write the recommended course number, and then sign. If a student has an IEP, the student will also need to have the case manager sign at the bottom of the form verifying the courses meet the IEP expectations. TAP teachers will sign to confirm the courses fill 7 blocks and the semesters have been checked. TAP Teachers will also confirm Student Led Conference participation.

TAP Teacher Signature: [Signature] Date signed: 2/1/23

Student Led Conference (Circle One): Yes No

H0111-See-Any COLLEGE PREP LITERATURE
H0112-See-Any COLLEGE PREP WRITING
H1340-See-Any SOCIOLOGY
H2382-Y COLLEGE PREP MATH - math teacher
H3420-Y PHYSICS - Science teacher
H4227-Y ROBOTICS
H5400-S1 PERSONAL FINANCE
S1 H7155-See-Any ACTING
S2 H7160-See-Any ADVANCED ACTING
H7240-Y CONCERT CHOIR MIXED - Cher Jean
H8040-See-Any PERSONAL FITNESS FOR LIFE too many classes put watermark

Teacher signatures

Teacher Approval/Signatures Required:

Core Classes
AP/Dual Credit Classes
Bands/Choirs/Strings (after auditions)
Project Lead the Way (PLTW)
SSD Courses
Electives that you are in currently

Applications & Teacher Approval Required:

Athletic Conditioning (Coach Heinemann-get application at Syllabus Tasting)
AP Studio Art (Ms. Vagen-get application at Syllabus Tasting)
[Broadcast Journalism/Journalism II](#) (Ms. Moeckel, click link for application)
Leadership (Ms. Black will email the form)
[Yearbook](#) (Ms. Stout, click link for application)

Application Only:

Employment Internship including Network Administration (Ms. Norrid or Mr. Kirchhoff)
MyPath & Dual Enrollment (Ms. Neighbors)
[Access Point](#) (see Mrs. Neighbors or your counselor)
STL-CAPS ([Online Application](#))
South Tech ([Online Application](#))
*{Cadet Teaching & Office Experience Applications
will be available in the Counseling Center on February 17th}*

ALTERNATE CLASSES

- Make sure you fill in the Alternates Section with backup classes you would want to take.
- Put these in order of preference and they will be used if there are conflicts with your original choices.
- Also be sure to fill in the Career line so your counselor has an idea of what classes to suggest if you alternates are not available.

Alternate Class Titles & Course Numbers:

1. _____	2. _____
3. _____	4. _____

The more accurately you fill out your Course Request Sheet,
the more likely you will get your ideal schedule.

SCHEDULING TOOLS

[Career & Course Planning Guide](#)

[23-24 Course Offerings Cheat Sheet](#)

[Student Course Selection-SIS 360 Directions](#)

[MHS Credit Check Worksheet](#)

IF YOU HAVE QUESTIONS...

- Talk with your TAP Teacher.
- Email your counselor to set up an appointment.
 - Last Names A-C: Mrs. Shelton
 - Last Name D-HR: Mrs. Hellwig
 - Last Name HS-MG: Ms. Merritt
 - Last Name MH-R: Mrs. Klousia
 - Last Name S-Z: Ms. Backer
- This PowerPoint will be available in the [Counseling Google Classroom](#) and on the MHS Counseling Center Website under “Scheduling & Career Search” for you to review.