<u>Important Information Regarding Schedule Changes</u>

This letter contains a great deal of very important information so even though it is lengthy, please read through it all. It will answer a lot of questions you may have about the students' schedules.

This past year we implemented a new program that enables students and their parents to make their own class schedule changes **online** for **free.** This program is called ClassChoice and you will have access to it the week of June 7-13. Each grade level gets access on a specific date (Seniors June 7, Juniors June 9, and Sophomores June 11). Once your grade level is given access on the dates mentioned above, you will be able to login anytime from the comfort of your own home and make changes to your class schedule up until the evening of Sunday, June 13. No more hours and hours of sitting in line to make class changes with your counselors or paying a class change fee! Isn't that the best news ever?! We ask that you make your class changes before you go in to pay your school fees online or in person. That will ensure that you are paying fees for the correct classes.

The program is super simple to use and very user friendly. Please CAREFULLY review the instructions which we have provided in written and video form. Your schedule will only be viewable in ClassChoice when access is open June 7-13. You will also have access the first week of August. You will not see a schedule in Powerschool later in the summer as you are used to, but ClassChoice will sync back to Powerschool after August 5 and you can view your correct schedule on Powerschool from there on out. Until then, the only way for you to view your correct schedule is in ClassChoice.

CLASSCHOICE AND SCHEDULING
Make sure to look at your schedule in ClassChoice. Even if you don't want to make class schedule changes, please login and check the following:
1. Make sure you have a full schedule and add classes in if you have any periods without classes scheduled. Most students got what they requested, but if two classes conflicted and an alternate could not be used either, there will be no class scheduled during that period in the schedule. We want to let you choose what you fill the hole with, rather than choosing a class for you that you don't want. If you are a Senior, you may add the class called "Home Release" for your free periods as long as you have enough classes to earn enough elective credits to graduate. ClassChoice will reflect the number of credits needing to be earned and you can also check your transcript on Powerschool to see how many credits you still have left to earn. A semester class earns 0.5 credits and a full year class earns 1.0 credit.
2. Make sure you have all the required core classes for your grade level on your schedule.
   ○ **Sophomores**: LA 10, Math 2, Science, World Civ, and Fit for Life
   ○ **Juniors**: LA 11, Math 3/Math of Personal Finance, Science, Health, US History, Fin Lit (you can choose to take this senior year instead if you'd like)

- ○ **Seniors**: LA 12, Government and any other graduation requirements you may be missing. There is a graduation checker on ClassChoice, however it doesn't pick up on all the codes at our school and may not be 100% accurate. A letter was sent out in the mail TO ALL SENIORS the first week of June detailing your specific classes needed for graduation so you can use that as well. Or you can check your transcript against the graduation requirements found at https://www.snowcanyoncounseling.org/graduation.html. For seniors, your counselor will also double check and go over your graduation progress with you at your Senior CCR in September.

The SCHS Master Schedule was built and classes were filled based on the requests the students made during registration earlier this year. Therefore, many classes are already at capacity and cannot be overfilled. Keep that in mind as you are looking at making changes. If a class is full, neither students or counselors will be able to add students to that class. Only classes that a student can actually enroll in will show up as options. If the class is full, pre-requisites have not been met, or the student is not eligible to take the class for other reasons, the class will not show up on the list of class options for that period.

LABS POLICY CHANGE

We do not have subject specific study labs scheduled this year. If a student is enrolled in at least one Concurrent Enrollment or AP class, they can choose to enroll in a study hall called Study Skills CE-AP.

TAKING ONLINE CLASSES

We have Fit for Life, Financial Lit (you can take this as a high school or Concurrent Enrollment course online), and US Government available online through SCHS. These classes will show up as an option to schedule in ClassChoice and you will add it to your schedule just like a regular in person class.

If you would like to take a class through Utah Online, please leave a blank period in your schedule for all periods in which you would like to be at home working on your courses online, then fill out the form linked below and tell us which courses you want to enroll in. Your counselor will enroll you in the online course and you will see it on your Powerschool schedule before school starts. Keep in mind that you can only be home for one period per online class you enroll in. Four is the maximum number of Utah Online classes you can take. If you would like to take more than that, you will need to transfer to Utah Online and become a full time online student.

Click this link to request to enroll in a Utah Online class

TAKING CONCURRENT ENROLLMENT AT DSU OR DIXIE TECH

If you have already enrolled in concurrent enrollment classes taught on the DSU campus (this registration already took place during the spring), you will leave a blank period in your schedule

when you are taking the class, **then email your counselor and let him/her know which classes you are taking at the DSU campus**. If you are not sure if you have CE classes AT THE DSU campus, or if you want to see if there is still availability to take classes at DSU, please contact the DSU Concurrent Enrollment office. Find their contact info here: https://concurrent.dixie.edu/ If you have enrolled in a program at Dixie Tech, please leave holes in your schedule during the times you are taking classes at Dixie Tech and **email your counselor to let them know what program you have been admitted to.** If you are not currently accepted and enrolled at Dixie Tech but are interested, please contact them to determine availability. www.dixietech.edu. Please do not leave holes in your schedule for these programs unless you have already taken the steps to get accepted and enrolled.

FINAL INSTRUCTIONS

Please see the attached written instruction sheet, instructional video, and master schedule to help you figure out how to review and make changes to your class schedule.Please read everything thoroughly before attempting to make your schedule changes. When ClassChoice goes live for your grade level, once you drop a class, you lose your slot and risk someone else snatching it right up even if you change your mind. Please make sure you take the time to write your schedule out on paper before you ever make any changes so that you can ensure that everything works. As stated above, the majority of classes are at capacity so there isn't much room for movement.

If you have special circumstances, questions, or concerns please reach out to your assigned counselor via e-mail. Counselors will be working through a very large number of students so please be patient as they try to help everyone.

SCHS Counseling Staff		
Counselor Students A-D	Mr. JJ Esplin	jj.esplin@washk12.org
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Counseling Secretary/Testing Coord.	Mrs. Rochelle Larsen	rochelle.larsen@washk12.org

We hope you enjoy your summer and look forward to seeing you in the fall!