

## Important Information Regarding Schedule Changes

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. Please read everything thoroughly before attempting to make your schedule changes.

We are fortunate to be able to offer our students access to a scheduling program which enables them 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 beginning of June and end of July (specific dates will be emailed out). Each grade level gets access on a specific date. Once your grade level is given access, you will be able to login anytime from the comfort of your own home and make changes to your class schedule up until the window closes. 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?!

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. You will not see a schedule in Powerschool later in the summer as you are used to, but ClassChoice will sync back to Powerschool at the beginning of August 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 when access is open next week.

## **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. If you are a Senior, you may leave open periods for your free periods as long as you have enough classes to earn enough elective credits to graduate (27 credits). 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. Release Time or Home Release does not earn any credit.
2. Make sure you have all the required core classes for your grade level on your schedule.
  - Sophomores:** LA 10, Secondary Math 2, Core Science, World Civ, and Fit for Life
  - Juniors:** LA 11, Secondary Math 3/Mathematical Decision Making for Life, Core or Elective Science, Health II, US History (both semesters), 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. An email was sent out in the mail TO ALL SENIORS right after school got out 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 [www.snowcanyoncounseling.org/graduation](http://www.snowcanyoncounseling.org/graduation) 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. Please remember Class Choice will not allow you to have a class in your schedule twice. You must remove the class from your schedule before you can add it back in another period.

## TAKING ONLINE CLASSES

We have Fit for Life and Financial Lit (you can take this as a high school or Concurrent Enrollment course online), 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 an open 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 on the Class Choice page on our counseling website 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. We prefer that our students be scheduled in no more than four Utah Online classes (half of your schedule is in person with SCHS if you are a student with us). If you would like to take more than that, you need to consider transferring to Utah Online and become a full time online student. If you take online classes you must be off campus during that period. You must also have an [online class parent permission form](#) on file.

## TAKING CONCURRENT ENROLLMENT AT UTAH TECH UNIVERSITY OR DIXIE TECH

If you have **already enrolled** in concurrent enrollment classes taught on the UTU campus (this registration already took place during the spring), you will leave an open 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 UTU campus**. If you are not sure if you have CE classes AT THE UTU campus, or if you want to see if there is still availability to take classes at UTU, please contact the UTU Concurrent Enrollment office. Find their contact info here: [www.concurrent.utahtech.edu/](http://www.concurrent.utahtech.edu/) If you have enrolled in a program at Dixie Tech, please leave open periods 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](http://www.dixietech.edu). Please do not leave open periods in your schedule for these programs unless you have already taken the steps to get accepted and enrolled.

## FINAL INSTRUCTIONS

Please see the resources on the ClassChoice page of our counseling website <https://www.snowcanyoncounseling.org/classchoice> 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.

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