

URBANA HIGH SCHOOL JUNIOR COURSE REQUEST FORM
This form is due to the HS Counseling Office by Friday, March 29, 2024

FULL STUDENT NAME _____ **ID#** _____ **HR** _____

Mark an X in the space next to the courses that you are requesting. You must schedule for at least six (6) courses per semester where a yearlong course will count in each semester. Juniors are required to be in attendance at the high school the entire school day, unless approved for and taking College Credit Plus (CCP) courses at a college campus, or online, or in an approved work study program. Teacher recommendation is required for some courses; the recommending teacher should initial in the staff blank to the right of the credit. Students who do not meet prerequisites will have their course selections changed. *Indicates a course fee is required. As you are considering courses, use a pencil to make your selections, but please make your final selections including signatures in pen.

REQUIRED COURSES

English Department	Credit	Staff	Science Department	Credit	Staff
_____ 011 English 10	1.00		_____ 411 Biology*	1.00	
_____ 021 English 11	1.00		_____ 416 Env Science*	1.00	
_____ 021CCP English 1111	1.00	_____	_____ 421 Chemistry*	1.00	_____
_____ 032CCP English 1112	1.00	_____	_____ 415 Human Phys*	1.00	_____
Math Department	Credit	Staff	Social Studies Department	Credit	Staff
_____ 202 Algebra IB	1.00	_____	_____ 111 American Studies	1.00	
_____ 203 Geometry	1.00	_____	_____ 112 CCP U.S. History	1.00	_____
_____ 205 Algebra II	1.00	_____	_____ 131 Am Govt & Econ	1.00	
_____ 212 Honors Algebra II	1.00	_____	_____ 133 CCP Political Science	1.00	_____
_____ 213 Pre-Calculus	1.00	_____			
_____ 216 Stats & Probability	1.00				

ELECTIVE COURSES

Agriculture, Food & Nat. Res. Dept.	Credit	Staff	Health/Physical Ed, Department	Credit	Staff
_____ 652 Animal & Plant Science	1.25	_____	_____ 763 Health	0.50	
_____ 662 Mechanical Principles	1.25	_____	_____ 765 Nutrition & Wellness	0.50	
_____ 656 Sci and Tech of Food	1.25	_____	_____ 770 Fitness for Life	0.25	
_____ 659 An Anatomy & Phys	1.25	_____	_____ 773 Team & Ind Sports	0.25	
_____ 657 Bus Mmgt Ag/Env Sys	1.25	_____	_____ 774 Core & Dyn Stgth Trng	0.25	_____
English Department	Credit	Staff	Foreign Language Department	Credit	Staff
_____ 638 Yearbook	1.00	_____	_____ 301 French I	1.00	_____
			_____ 302 French II (CCP)	1.00	_____
			_____ 303 French III (CCP)	1.00	_____
			_____ 311 Spanish I	1.00	_____
			_____ 312 Spanish II	1.00	_____
			_____ 313 Spanish III	1.00	_____
Fine Arts Department	Credit	Staff	Media/Tech/Marketing/Business Dept	Credit	Staff
_____ 707 Concert Band A*	1.00	_____	_____ 234 Computer App*	0.50	
_____ 706 Band A w/ Marching*	1.25	_____	_____ 235 Computer Science Prin*	0.50	
_____ 709 Concert Band B*	1.00	_____	_____ 236 Multimedia*	0.50	
_____ 708 Band B w/Marching*	1.25	_____	_____ 240 Digital Photo/Video*	0.50	
_____ 711 Concert Choir*	1.00	_____	_____ 545 Pers Financial Mgmt*	0.50	
_____ 717 Climber Singers*	1.00	_____	_____ 550 Accounting I*	1.00	
_____ 712 Music Appreciation	0.50	_____	_____ 511 Business Foundations	0.50	
_____ 713 Music Technology	0.50	_____	_____ 512 Finance Foundations	0.50	
_____ 715 Music Theory (CCP)	1.00	_____	_____ 540 Marketing Principles	0.50	
_____ 721 Art I*	1.00	_____	_____ 631 Marketing Apps*	1.00	_____
_____ 722 Art II*	1.00	_____			
_____ 723 Honors Art III*	1.00	_____			
_____ 727 Caricature I*	0.50	_____			
_____ 728 Caricature II*	0.50	_____			
_____ 730 Sculpture*	0.50	_____			
			Social Studies Department		
			_____ 135 Psychology	0.50	
			_____ 137 Universal Studies	0.50	

Over...

Ohio Hi-Point Programs (CBI and Satellites)

OHP Career Based Intervention	Credit	Staff
_____ HP CBI II CBI 11-12	1.00	
_____ HP CBI JP CBI Job Plcmt	1.00	

Advanced Manufacturing Program	Credit	Staff
_____ HP U340 Intro to Des & Dev	1.00	
_____ HP U344 Welding Tech	1.00	_____
_____ HP U341 Autom & Robotics	1.00	_____
_____ HP G343 Robotics	1.00	_____

Air Transportation Program	Credit	Staff
_____ HP G360 Maintenance General	1.00	
_____ HP G362 Pilot Training	1.00	
_____ HP G364 Capstone	1.00	

Health Sciences Program	Credit	Staff
_____ HP G350 Health Sci & Tech	1.00	
_____ HP G353 Medical Terminology	1.00	

ALTERNATE ELECTIVES (REQUIRED)		
	COURSE #	COURSE NAME
1 st Alternate	_____	_____
2 nd Alternate	_____	_____
3 rd Alternate	_____	_____
4 th Alternate	_____	_____

My preference for a study hall is: (place an X on the line by your preference):

_____ I NEED a study hall in my schedule.
 If only needed/preferred one semester, please circle your preference: 1st semester 2nd semester

_____ If I have room in my schedule, I would like a study hall.

_____ I do NOT want a study hall in my schedule.

SCHEDULE CHANGE CRITERIA

Due to commitments for staff assignments, balancing of class sizes, ordering of books, workbooks and supplies, schedule change requests after May 29th must meet one of the following criteria:

1. Mechanical error (example: course number mistyped from the course request sheet);
2. Course needed to meet graduation requirements;
3. Rescheduling of a course failure or not meeting a pre-requisite;
4. Necessity of student's physical health (doctor's recommendation);
5. Successful completion of a summer school course or summer credit flex course;
6. To select a different elective if, due to a master schedule conflict, the student was unable to get into a requested elective;
7. Addition in lieu of study hall the same period, class size permitting; or
8. Inappropriate academic placement with a teacher's recommendation and counselor and administrator approval.

Procedure for changing a schedule that meets one of the above criteria:

1. The student must consult with the counselor to determine the validity and possibility of the requested change.
2. The student must secure written permission from his/her parent/legal guardian prior to any schedule change.

COURSE WITHDRAWAL

This course withdrawal applies to a student dropping a course that is above the required 6 credits:

Course withdrawals are not permitted if the student is only taking the required 6 credits. If a student is taking more than the 6 required credits and desires to drop a class to take a study hall (room permitting), the following course withdrawal requirements are in place: If a student withdraws from a yearlong class after the 15th day, it will be recorded as a withdrawal/failing (WF). Withdraw from a yearlong class before the end of the 15th day will be recorded as a withdrawal (W). If a student withdraws from a semester class after the 8th day, it will be recorded as a withdrawal/failing (WF). Withdraw from a semester class before the end of the 8th day will be recorded as a withdrawal (W). Parent approval is needed to withdraw from a class.

CCP course withdrawal must meet the deadlines of the college/university. The number of courses/hours must still meet the minimal high school requirements.

I have selected the courses marked above for the upcoming school year. Any changes that I decide to make will need to be made by May 29th. I understand that after that date no changes will be made to my schedule unless it meets the criteria above.

Date _____

Date _____

Student Printed Name _____

Parent Printed Name _____

Student Signature _____

Parent Signature _____