

**URBANA HIGH SCHOOL FRESHMAN COURSE REQUEST FORM**  
**This form is due to your 8<sup>th</sup> Grade English teacher by Friday, March 29, 2024**

**FULL STUDENT NAME** \_\_\_\_\_ **ID#** \_\_\_\_\_ **BIRTHDATE** \_\_\_\_\_

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. Freshman 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. 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**

<b>English Department</b>		<b>Credit</b>	<b>Staff</b>	<b>Social Studies Department</b>		<b>Credit</b>	<b>Staff</b>
_____	001 English 9	1.00	_____	_____	118 World Studies	1.00	_____
_____	005 Honors English 9	1.00	_____	_____	119 Honors World Studies	1.00	_____
<b>Math Department</b>		<b>Credit</b>	<b>Staff</b>	<b>Health/Physical Ed, Department</b>		<b>Credit</b>	
_____	201 Algebra IA	1.00	_____	_____	763 Health	0.50	
_____	210 Algebra I	1.00	_____	_____	765 Nutrition & Wellness	0.50	
_____	203 Geometry	1.00	_____	_____	770 Fitness for Life	0.25	
_____	211 Honors Geometry	1.00	_____	_____	773 Team & Ind Sports	0.25	
				_____	774 Core & Dyn Stgth Trng	0.25	
<b>Science Department</b>		<b>Credit</b>	<b>Staff</b>				
_____	404 Physical Science*	1.00	_____				
_____	414 Honors Phys Science*	1.00	_____				

**ELECTIVE COURSES**

<b>Agriculture, Food &amp; Nat. Res. Dept.</b>		<b>Credit</b>		<b>Media/Tech/Marketing/Business Dept</b>		<b>Credit</b>	
_____	651 Ag, Food, and Nat Res	1.25		_____	234 Computer App*	0.50	
				_____	235 Computer Sci Prin*	0.50	
<b>Fine Arts Department</b>		<b>Credit</b>	<b>Staff</b>	_____	236 Multimedia*	0.50	
_____	707 Concert Band A*	1.00	_____	_____	240 Digital Photo & Video*	0.50	
_____	706 Band A w/ Marching*	1.25	_____	_____	545 Pers Financial Mgmt*	0.50	
_____	709 Concert Band B*	1.00	_____	_____	550 Accounting I	1.00	
_____	708 Band B w/Marching*	1.25	_____	_____	511 Business Foundations	0.50	
_____	711 Concert Choir*	1.00	_____	_____	512 Finance Foundations	0.50	
_____	717 Climber Singers*	1.00	_____	_____	540 Marketing Principles	0.50	
_____	712 Music Appreciation	0.50					
_____	713 Music Technology	0.50					
_____	721 Art I*	1.00					
<b>Foreign Language Department</b>		<b>Credit</b>	<b>Staff</b>	<b>Career Based Intervention</b>		<b>Credit</b>	
_____	301 French I	1.00	_____	_____	HP CBI I CBI 9-10	1.00	_____
_____	311 Spanish I	1.00	_____				
				<b>OHP Satellites</b>		<b>Credit</b>	
				_____	HP U340 Intro to Dev. & Design	1.00	
				_____	HP G350 Health Science & Technology	1.00	

**Over....**

<b>ALTERNATE ELECTIVES (REQUIRED)</b>		
	<b>COURSE #</b>	<b>COURSE NAME</b>
1 <sup>st</sup> Alternate	_____	_____
2 <sup>nd</sup> Alternate	_____	_____
3 <sup>rd</sup> Alternate	_____	_____
4 <sup>th</sup> 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: 1<sup>st</sup> semester    2<sup>nd</sup> 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 29<sup>th</sup> 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**

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 (space permitting), the following course withdrawal requirements are in place: If a student withdraws from a yearlong class after the 15<sup>th</sup> day, it will be recorded as a withdrawal/failing (WF). Withdraw from a yearlong class before the end of the 15<sup>th</sup> day will be recorded as a withdrawal (W). If a student withdraws from a semester class after the 8<sup>th</sup> day, it will be recorded as a withdraw/failing (WF). Withdraw from a semester class before the end of the 8<sup>th</sup> 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 29<sup>th</sup>. 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 \_\_\_\_\_