

9th Grade SCHEDULING GUIDE

The Course Selection Process

Upper St. Clair High School utilizes FOCUS, our scheduler, to conduct on-line course selection. Our purpose in using the on-line scheduler is to increase convenience and access for USC families and to support the partnership between the student, parents, and the school counselor in selecting appropriately challenging coursework.

The *Program of Studies* is available on the High School Counseling website. All courses and their descriptions are listed.

Students will input their course selections using the on-line scheduler (please see timeline). We encourage all parents to sit down with their student(s), before the designated course selection date, to review what courses to select for the next school year.

Remember, our goal is to help Upper St. Clair students select courses which are appropriately challenging to support them in meeting our shared mission of fostering academic excellence. Academic success throughout high school is an important stepping stone toward students attaining their full potential and functioning successfully in our rapidly changing society.

SCHEDULING TIMELINE

January 31	Course Recommendations live in Focus
January 31	8 th Grade Course Presentation
January 31	8 th Grade Parent Presentation, 6:30pm, HS Theater
February 13-22	8 th Grade Course Selection
February 23 – March 30 (12:00pm)	Family Course Review Period
March 31	Last day for course selection changes
June 9	SIMULATION/MOVE UP DAY (Tentative)

Schedule Change Policy

-A minimum of 5 full credit classes plus Wellness Education is required per semester.

-All students will automatically be assigned a lunch. Students do not need to schedule a lunch.

-If a Resource Center assignment is requested when not assigned to classes, please contact your counselor. Students with unassigned study time are expected to use designated study areas available at the high school.

-No courses will be changed for the purpose of requesting a different teacher.

-Once students enter course selections, only those class change requests that meet the criteria defined in the Program of Studies and the Student/Parent Handbook will be honored. The criteria include: Curriculum Program Change, Employment, Scheduling Error, Previous Failure, Summer School Record, or Urgent or Personal and Appointment Conflicts.

-Classes may be added or dropped during the first two weeks of the semester with no impact on the student's transcript if the student's schedule consists of at least the minimum permissible number of courses. Students must request permission to drop a course after this period via the Schedule Change Procedure, which permits changes only at certain junctures of the school year. If permission is granted, a designation of "W" will appear on the student's transcript next to the student's earned grade at the time of departure from the course, unless otherwise decided by the counselor and teacher. This becomes part of the student's permanent record. For level changes, the student's percentage of achievement will transfer to the new course.

DISTRIBUTION OF REQUIRED CREDITS FOR GRADUATION

English.....	8 Credits/4 years
Social Studies.....	6 Credits/ 3 years
Mathematics.....	6 Credits/ 3 years
Science.....	6 Credits/ 3 years
Arts/Humanities.....	4 Credits/ 2 years
Wellness Ed.....	3.5 Credits/ 3 years
Electives	11 Credits/ 4 years
Grad Project.....	0 Credits/ 4 years
TOTAL:.....	44.5 CREDITS/4 YEARS

Important Points

-Upper St. Clair School District strongly suggests that your child selects the courses for which they are recommended.

- If you have any questions regarding course requirements, please contact the appropriate curriculum leader/department chair at (412)833-1600.

Ms. Tungate	English X2233
Mr. Kirchner	Social Studies X2649
Mr. Miller	Math X2647
Ms. Kistler	Science X2322
Mr. Clermont	World Languages X2526

Questions? Call your Counselor!

9th Grade Counselors:

Ms. Courtney Wregget x2328
Student Last Names A - Le

Mr. Tom Marquis x2406
Student Last Names Li - Z