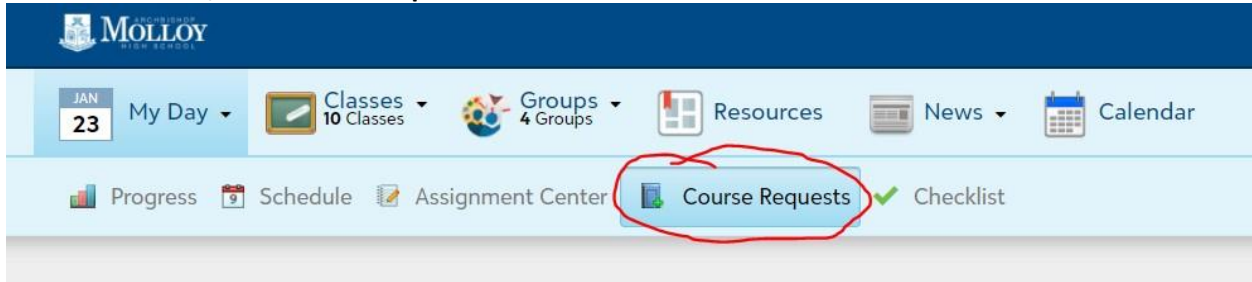


Archbishop Molloy High School
Instructions for Current Juniors (Rising Seniors) to Enter Course Requests for 2024-2025

1. In Blackbaud, click Course Requests.



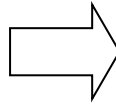
2. From the drop-down menu, choose one subject area at a time to see the list of “Available courses” you can choose from. Click on each course to see the description from the Course Catalog, which will appear on the right-side of the screen.

Available courses

Religion

Filter Find in this list

Course Name	Start term	Length
Christian Marriage 0.5 credits	1st Semester 2nd Semester	1 term
Ethics & Law 0.5 credits	1st Semester 2nd Semester	1 term
Social Justice 0.5 credits	1st Semester 2nd Semester	1 term
Mary & the Saints 0.5 credits	1st Semester 2nd Semester	1 term
Perspectives on Christianity 0.5 credits	1st Semester 2nd Semester	1 term
World Religions 0.5 credits	1st Semester 2nd Semester	1 term



RPC - Perspectives on Christianity

0.5 credits
Religion

Course description

Perspectives on Christianity [RPC, 0.5 credit]: A Catholic approach to the analysis of the development of Christianity through the study of Scripture, creedal statements, theological writings, art and tradition, the influence of the Catholic Church, and the effect on Christianity and other religious traditions over its two-thousand-year history. *Three Saint John's credits are available to qualified students.*

Start term	Length	Grade levels
1st Semester	1	12th Grade
2nd Semester		

3. Under the course description on the right side, click “Add course request” under “Any term” to select the desired course. The course now appears under “My requests.”

My requests

View All year

Course Name	Religion
Perspectives on Christianity	Religion

1st Semester

Note

Add course request

2nd Semester

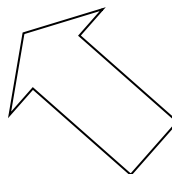
Note

Add course request

Any term

Note

Add course request



4. Take note of the following exceptions:
 - a. Sometimes, you must choose a course for 1st Semester and then a corresponding course for 2nd Semester if a sequence requires this (e.g. Pre-Calculus in 1st Semester/Calculus 1 in 2nd Semester; Calculus 1 in 1st Semester/Scholars Calculus 2 in 2nd Semester).
 - b. Some courses only run in a given semester (1st Semester – 1 term = Fall (e.g. College Chemistry 1 Honors, Language, the World, and Us); 2nd Semester – 1 term = Spring (e.g. College Chemistry 2 Honors, Comics & Cartooning)).
 - c. You can request to take courses during 1st Semester or 2nd Semester, but that may limit your chances of getting matched to that course.
 - d. Some courses run for the full year (1st Semester – 2 terms).

Start term	Length	Credits
1st Semester	1 term	0.5

Mathematics

Note

None found.

[Add alternate](#)

[Remove from my requests](#)

Start term	Length	Credits
2nd Semester	1 term	0.5

Mathematics

Note

None found.

[Add alternate](#)

[Remove from my requests](#)

5. **Do NOT add alternate courses.** Rather, if you are unable to be scheduled for a course you select, you will be contacted to make an alternate selection.
6. Be sure to choose 5.0 credits in courses. Additionally, your selections must include:
 - At least 0.5 credit of Religion
 - At least 1.0 credit of English
 - At least 0.5 credit of a Government-type course if you are not taking it during junior year (AP US Government & Politics, Constitutional Law, or Participation in Government)
 - At least 0.5 credit of an Economics-type course if you are not taking it during junior year (AP Macroeconomics, Business & Finance, Economics, or Scholars Virtual Enterprise)
7. Ensure that you have 5 Requests per Term. You can also confirm the total number of credits requested by expanding each course under “My requests.” **Click “Save”** in the lower-left corner of the screen to lock in your requests. If you do not click Save and you leave this page, you will have to re-enter your requests.

Save

Academics

4 1st Semester

3 2nd Semester

3 Any term

5 Requests per term

8. You can come back to the Course Requests page and edit your selections at any time while the course request window is open. However, please note that the window will close on **Monday, February 26 at 8 PM**. If you do not enter course requests by then, you will be placed in any courses where there is space.

9. Other important scheduling notes:
 - a. If any of your requested courses are not fulfilled and you fall short of the required 5.0 credits for senior year, you will be contacted about selecting alternate courses.
 - b. If you are matched to a course you requested, you may not request a transfer out of it, nor may you drop it. So, be sure to properly research the courses you select! Consult your guidance counselor, teachers, the Course Catalog, and other resources before making your final course selections.
 - c. If a rare exception is made to allow you to modify your selections after the window closes, you will be charged \$50 per course request change.
 - d. You may take a credit overload (more than 5.0 credits) if you are in strong academic standing and all requested courses fit in your schedule. Administration reserves the right to deny any requests over 5.0 credits. Furthermore, if you request more than 5.0 credits, you may not drop courses after requesting them for any reason.
 - e. The school day runs from 8:00 AM – 2:10 PM, and your courses may be scheduled at any time within that timeframe. Do not assume you will receive a schedule with first period & last period free. Requests for a particular time schedule will not be honored.
 - f. Requests for a particular teacher will not be honored.
 - g. If you have an interest in a course that you do not see listed in Blackbaud, please contact Dr. Flynn to discuss the feasibility of the request.
 - h. Transfer students may be completing courses in a different sequence and should set up an appointment with Dr. Flynn to review their selections and ensure all graduation requirements will be satisfied.