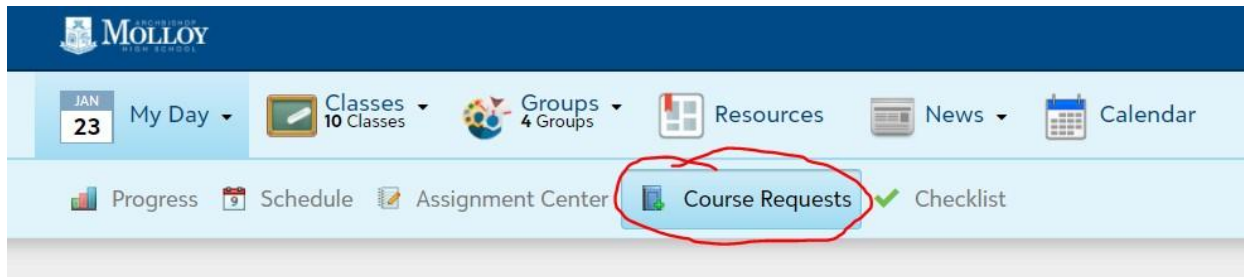


**Archbishop Molloy High School**

**Instructions for Current Freshmen (Rising Sophomores) to Enter Course Requests for 2024-2025**

1. On Blackbaud, click Course Requests.



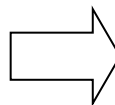
2. From the drop-down menu, choose one subject area at a time to see the list of “Available courses” you can choose from. Click on each course to see the description from the Course Catalog, which will appear on the right-side of the screen.

Available courses

English

Filter Find in this list

English 10 1 credit	Start term 1st Semester	Length 2 terms
English 10 Honors 1 credit	Start term 1st Semester	Length 2 terms



E10H - English 10 Honors

1 credit  
English

Course description

**English 10 Honors [E10H, 1.0 credit, 1.05 weight]**: The honors track follows the same curriculum as English 10 but challenges students through more intensive discussions and assignments. Students are presumed to be good writers. More emphasis is placed on critical reading of texts, students are introduced to the critical essay, and exams and discussions are geared to the student's higher capabilities.

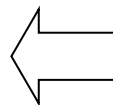
Start term	Length	Grade levels
1st Semester	2	10th Grade

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

My requests

View All year

English 10 Honors	English
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1st Semester

Note

Add course request

4. **Do NOT add alternate courses.** If you apply for an AP course, you will automatically be considered for the corresponding Honors course. If you do not qualify for either, you will be added to the regular course by default.

5. Be sure to choose the following Required Courses:
- Choose one of: English 10 Honors or English 10
  - Choose one of: Geometry Honors or Geometry
    - Note (1): Students currently in Geometry Honors must choose Algebra 2 Honors or Algebra 2
    - Note (2): Some students currently in Geometry Honors may be *invited* to take Advanced Algebra & Applications instead of Algebra 2
  - Choose one of: AP World History, Global History & Geography 2 Honors, or Global History & Geography 2
  - Choose one of: French 2, Italian 2, Spanish 2 Honors, or Spanish 2
    - Note: Students currently in Level 2 language must choose Level 3 language
  - Choose one of: Chemistry Honors or Chemistry
    - Note (1): Students currently in Chemistry Honors must choose AP Environmental Science, Physics Honors, Conceptual Physics, or Earth Science
    - Note (2): Some students may be *invited* to take Earth Science instead of Chemistry
  - Choose one of: Studio in Art, Advanced Computer Graphics, or Sophomore Chorus
    - Note: You may only select Advanced Computer Graphics if you sign up for the optional Computer Science 110 Honors course. These courses must be taken together.
  - Note: Other required courses, such as Peer Group & Personal Growth, Religion 10, Health, & Physical Education, will be added to your schedule automatically
6. You may take an additional elective class as a sophomore. Band, Machine Learning, and Quantum Computing meet outside the school day. Computer Science 110 Honors and Science Research 10 Honors meet during the school the school day. Sophomores taking an additional elective during the school day will take Health in a virtual format. More information will be shared with students accepted into these electives later this Spring.
7. Ensure that you have 5.5 Requests per term (or a maximum of 6.5 Requests per term if you are taking an elective). 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 y our requests.



Academics  
5 1st Semester  
5 2nd Semester  
1 Any term  
5.5 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, March 25 at 8 PM. If you do not enter course requests by then, you will be placed in standard courses.
9. Other important scheduling notes:
  - a. 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.
  - b. 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.
  - c. The school day runs from 8:00 AM – 2:10 PM, and your courses may be scheduled at any time within that timeframe. Requests for a particular time schedule will not be honored.
  - d. Requests for a particular teacher will not be honored.
  - e. 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.
  - f. 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.