

# 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 at school using the on-line scheduler (please see timeline below.) 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 help them meet 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 27	Course Recommendations available in Focus Portal
January 27	9 <sup>th</sup> Grade Course Presentation
January 29	10 <sup>th</sup> Grade Course Presentation
January 30	11 <sup>th</sup> Grade Course Presentation
February 24	9 <sup>th</sup> Grade Course Selection
February 18-19	10 <sup>th</sup> & 11 <sup>th</sup> Grade Course Selection
Mar 7 – Mar 28	Family Course Review Period
March 28	Last Day for Course Selection Change
June 6	Simulation/Move Up Day

### Schedule Change Policy

-A minimum of 5 full credit classes plus a Wellness credit (1 credit for sophomores, .5 credit for juniors) are required per semester

-All students will automatically be assigned a lunch.

-If Structured Independent Study (quiet study hall) 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 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	Important Points	Questions? See your Counselor
English.....8 credits/4 years	Upper St. Clair School District strongly suggests that your child selects the courses for which they are recommended.	Ms. Courtney Wregget, x2401 Gr 9, A – Le
Social Studies.....6 credits/3 years		Mr. Thomas Marquis, x2406 Gr 9, Li – Z
Mathematics.....6 credits/3 years	If you have any questions regarding course recommendations, please contact the appropriate Curriculum Leader at 412-833-1600.	Mrs. Kristin Frommeyer, x2400 Gr 10-12, A – E
Science.....6 credits/3 years		Mrs. Bethany Lash Gr 10-12, F – Le
Arts/Humanities.....4 credits/2 years	English, Ms. Tungate, x2233 Social Studies, Mr. Kirchner, x2649	Mrs. Kristin Pardini Gr 10-12, Li – R
Wellness Ed.....3.5 credits/3 years		Dr. Jennifer Kirk, Curriculum Leader Gr 10-12, S - Z
Electives.....11 credits/4 years	Math, Mr. Miller, x2647	
Grad Project.....0 credits/4 years	Science, Dr. Syme, x2602	
Total.....44.5 credits/4 years	World Languages, Mr. Clermont, x2526	