Strath Haven High School
205 S. Providence Road *610-892-3470*
Wallingford, PA 19086

Non-SHHS Course
Registration Form

APPLICATION PROCESS

PART 1: Fill out the information below, and schedule a meeting with your school counselor.

STUDENT NAME		GRAD YEAR
DATE	EMAIL	DOB
TITLE OF COURSE		
NAME OF PROGRAM/INSTITUTION:		
GRADING MODE: ❑ **CREDIT** ❑ **NON-CREDIT**	COURSE TYPE: ❑ **REMEDIATION** ❑ **ACCELERATION** ❑ **ENRICHMENT**	
LOCATION FOR COMPLETION OF COURSE: ❑ **HOME** (IF ONLINE) ❑ **SCHOOL** (SHHS SCHOOL LIBRARY)		

SHHS COURSE TO BE DROPPED (After all signatures have been attained and course has been approved)

COURSE	**BLOCK**	**SEMESTER**

PART 2: Consult with school counselor and faculty sponsor.

DATE OF MEETING	**IN-PERSON MEETING WITH SCHOOL COUNSELOR:** Discuss scheduling implications for student, process to attain permission from colleges (if needed), Silver Guide requirements pertaining to course, other requirements as stipulated in Silver Guide.	COUNS. INITIAL
	COLLEGE/UNIVERSITY PERMISSION REQUIRED FOR CHANGE? Y / N *REQUIRED PERMISSION MUST BE ACQUIRED PRIOR TO COURSE APPROVAL OR SCHEDULE CHANGE.	COUNS. INITIAL
DATE OF DISCUSSION	**CONSULT WITH SHHS DEPARTMENT CHAIR** For courses at other institutions, consult with the department chair to confirm that course is appropriate for the student's plan of study.	CHAIR INITIAL

SIGNATURES: PERMISSIONS BELOW MUST BE ACQUIRED IN THIS ORDER.

SHHS DEPT CHAIR	DATE
SCHOOL COUNSELOR	DATE
SHHS ADMINISTRATOR	DATE
STUDENT	DATE
GUARDIAN	DATE

⇨**PART 3:** Once completed, this form should be submitted to the **Counseling Office**. See guidelines on reverse of form.

TERMS AND GUIDELINES

Courses for Acceleration/Enrichment: (Online or at a neighboring institution) Sophomores, Juniors, and Seniors may apply to take elective classes not available at SHHS, courses beyond the level we currently offer, or for acceleration during the summer. Students must also complete the full sequence of courses in any discipline before requesting a course online (or an evening course) during the school year.

By May 30 of the preceding school year, students must request approval for a summer or fall course. By November 15, students must request approval for a spring course. Students must complete summer courses and all exams by August 15 and submit official transcripts to Strath Haven High School.

Students must be exceptionally well prepared and committed to working independently which requires strong personal effort, commitment, and self-direction. Students are required to have a 3.5 GPA overall and a 3.8 GPA in the academic area of interest, as well as a 95% attendance rate.

Students must inform their counselor of their interest to determine if a course at an accredited online program or neighboring school district is available. Students must research the course options, but may consult the department chair in the discipline in which the student seeks a course.

Students obtain the Non-SHHS Course Registration Form on the high school website under academics or in the Counseling Department, and obtain all signatures required from Strath Haven faculty **before enrolling in the course, including their counselor, department chair and administrator in that order**. .

If a student seeks to enroll in a course for acceleration, and that course is available at the high school and a distribution requirement or pre-requisite, the student must take the SHHS final exam and earn an 85 or better in order to obtain SHHS credit and proceed to the next course in the sequence.

Non-SHHS courses will not be listed on the transcript, but a supplemental transcript can be provided to the school counselor to be included in the student's post secondary portfolio.

Online Courses for Remediation: Sophomores, Juniors and Seniors may take a class needed for remediation if the student has taken and failed the course at Strath Haven and requires the course for graduation credit or to meet the prerequisite for the next course in the sequence. They may also make a request for credit recovery or replacement as a result of concussive syndrome, extended illness, financial hardship, or social anxiety requiring instruction in the home or part-time schooling.

By June 15 of the preceding school year, students may request approval for a summer online course for credit recovery. By November 15, students may request approval for a spring online course.

Students must be exceptionally committed to working independently to receive permission to enroll in an online course, which requires strong personal effort, commitment, and self-direction. Students must obtain administrative approval and must complete a tutorial on online course expectations prior to enrollment.

Students must inform their counselor of their interest to determine if a course at an accredited online program is available. Students must research the course options, but may consult the department chair in the specified discipline.

Students obtain the Non-SHHS/Online Course Registration Form on the high school website under academics, or in the Counseling Department and obtain all the signatures required from Strath Haven faculty before enrolling in the course, including their counselor, department chair and administrator in that order.

If a student seeks to enroll in an online course for remediation, and that course is available at the high school and a distribution requirement, the student must take the SHHS final exam or department exit assessment and earn a 60 or better in order to obtain SHHS credit. The grade reported on the transcript for the Non-SHHS course for remediation if the student meets requirements will be D. The online course will be listed on the transcript beginning with a WEB: if the course was completed online.

Summer School Courses for Remediation (at area high schools): This form is NOT needed. Students who enroll in a summer school course to gain credit for a failed course or to raise a "D" to a "C" must advise Strath Haven High School before the course begins. The school where the course is taken must be accredited and must provide SHHS with an official record of the student's participation and grade received. Students can raise an "F" to a "D", or a "D" to a "C." Summer school courses may NOT raise a student's course grade higher than a C on the student transcript.

Enrollment is at the expense of the student. The student is responsible for transportation.

Articulation agreements with Swarthmore College and Delaware County Community College supersede this agreement, should the student enroll in a course at either institution.