



## Neuqua Valley Course Selection for 2019-2020 School Year

### Step 1: Course Recommendation Day

Wednesday, January 9th

- Your current teacher will give their recommendation on a course for next year. It is important that you explore all your options.
- Home Access Center will be available starting Tuesday, January 15th at 7PM. It will display recommendations for graduation requirements and support classes.
- Again, you are encouraged to speak to core and elective teachers about recommendations and choices.

### Step 2: Research

Talk to teachers, counselors, and parents. All information related to course enrollment and selection can be found at <http://nvhsguidance.com>

### Step 3: Select

January 15th - January 31st

- Enter course choices in Home Access Center. **Complete this step by January 31st!** Home Access Center will close at end of the day.
- **Instructions:** Log into Home Access Center. First click the “Classes” tab, then click the “Requests” tab. Classes are found by clicking the “Edit” tab by department (Spend time exploring).
- You will want your total credits to equal 7.0.

### College Prep, Honors, Advanced Placement? Placement Questions? January 15th through January 31st

Your teacher will make his/her recommendation based on a variety of indicators. You will notice graduation requirements are locked in Home Access Center. If you disagree with a placement, your parent or guardian must take the step below.

**Level Up Request** (example: college prep to honors)--Your parent/guardian must contact the appropriate high school department chair **by January 31st for review**. Department chairs for core courses are listed below. If the request is approved, the high school counselor will be notified and make the change in HAC. Once the change has been approved, you will see Home Access Center updated.

English: karen\_lawson@ipdsd.org

Math: mary\_nash@ipdsd.org

Science: paul\_vandersteen@ipdsd.org

Social Studies: tom\_mcmanamen@ipdsd.org      World Language: tonya\_koppin@ipdsd.org

**Level Down request** (example: honors to college prep)--To move down a level, select the lower level course in Home Access **by January 31st**. If you are moving down a level, then your total may be 8.0 or higher. The high school counselor will remove the higher level and verify the 7.0 credits during your individual counselor meeting.

### Step 4: Finalize with your counselor

February 1st -February 9th

- Counselor Meetings will take place during your assigned class in Social Studies for freshmen, PE/Health for sophomores, and English for juniors.
- Your counselor meeting is the last step in the process and selections are final. Core subject level change requests after January 31st cannot be accepted.
- If there is a conflict with the courses you selected, you will be contacted prior to the end of the school year.

### Step 5: Elective Change of Mind

May 20th-May 24th

- During this week, you will receive course verification information. In addition, you may put in a request to change an elective. Forms will be in the Class House.
- Elective changes are not guaranteed and will be made on a space available basis.
- Core subject level changes **will not** be accepted at this time. See above regarding level changes.

Please refer to <http://nvhsguidance.com/> and check out “Course Enrollment Information” regarding course selection. There is a video to help with how to select courses on Home Access Center.