

## **Scheduling Instructions – Class of 2019**

**In addition to requesting your classes for the 2018-2019 school year, I need you to either update or submit some information about yourself and your plans for the future. You will need to complete each of these items to be able to go on to the next, and ultimately to enter your schedule requests. Please be as complete and accurate as possible.**

**To access the online schedule request form, go to the counselor page of the school website:**

**<http://www.lakelinden.k12.mi.us/counsleor.php>**

**Locate the section for 2018-2019 Scheduling, and follow the link for your graduating class.**

***Because we are opening up the document you used for scheduling last year, any personal information and scheduling requests you entered last year will still be listed. If you change any answers in Part I, and when you select courses in Part II, please delete the old responses from last year, so that only the information that you want listed remains.***

### **PART 1 – INFORMATION ABOUT YOU**

- 1. Verify or enter your first and last name.**
- 2. Which core academic area is your strongest?**
  - a. Select the area where you feel you do your best work, earn the best grades, or the one you enjoy the most.**
- 3. List one skill or talent that you have.**
  - a. This can be something from any area of your life, and does not need to be school related.**
- 4. When completing assignments...**
  - a. Select whichever option you prefer.**

5. If you have not done so before, use the link to visit [Truity.com](https://www.truity.com) and complete a Holland Interest Inventory. If you did this previously, take a minute to review your results. If you would like to make changes, or would like to take the Holland Interest Inventory again, feel free to do so.
  - a. This will take a few minutes to complete. Read the directions and answer questions honestly to get the most accurate results. At the end, you will be given an interest code that best matches your responses. Feel free to read the descriptions and explore the site further.
6. If you have not done so before, use the link to visit [16personalities.com](https://www.16personalities.com) and take the Myers-Briggs Personality Type Indicator. If you did this previously, take a minute to review your results. If you would like to make changes, or would like to take the Myers-Briggs Personality Type Indicator again, feel free to do so.
  - a. This will take a few minutes. When you have finished, you will be given a four-letter code representing your personality type. Feel free to read the descriptions and explore the site further.
7. After I graduate from high school I think I would like to...
  - a. Select the option that best describes what your plan is as of today.
    - i. Certificate programs are typically one year or less, and include many hands-on careers like cosmetology, automotive technology, welding, and construction.
    - ii. Associate degree programs are typically two years, and include a variety of options. Physical Therapy Assistant, Dental Hygiene, and nursing can all be associate degree programs, as can degrees in business, early childhood education and others.
    - iii. Bachelor's degree programs are generally four years in length. Select this option also if you are planning on pursuing an advanced degree, such as a veterinarian, lawyer, physical therapist, or something similar. While those degrees require more than four years, you will get a bachelor's degree first.
8. What job would you like to have after you finish your education?
  - a. Fill in whatever job you think you would like to do as an adult.

9. What volunteer or service activities, either in school or in the community, have you done since you have been in high school?
- List anything you have done in this area.
10. List all of the clubs, groups, organizations and teams you have been a part of in high school.
- Include everything you have been a part of during high school. Note any offices you have held or awards you have earned in those positions.

## **PART 2 – ENTERING COURSE REQUESTS**

11. Scheduling English, math, science and social studies for next year.
- In each area, select the course you will need to take for a full year next year.
    - If you need to make up a class from a previous year, make sure to select that as well, even if you only need a semester.
    - All classes are listed in the order in which they are typically taken – Ninth grade courses are listed first, then tenth, then eleventh.
    - Everyone will need an English class.
    - Everyone will need a math class or an approved math elective course. Approved math elective courses can be found on the graduation requirement sheet.
12. Scheduling elective courses.
- You must account for seven class periods in your day.
  - Depending on your progress to this point, you may need to account for as many as five elective hours.
  - Be aware of the following regarding elective classes
    - Courses on this list will be offered only if there is enough interest (typically at least 10 students) and if we can fit them into the schedule.
    - Elective courses are filled from the top down, with seniors getting first priority.
    - CTE classes all earn four credits and take two class periods out of your day. They are offered during two time slots each day (3<sup>rd</sup> and 4<sup>th</sup> hour, or 6<sup>th</sup> and 7<sup>th</sup> hour), and to accommodate

transportation, you will miss the last half of the hour before (2<sup>nd</sup> or 5<sup>th</sup>) as well. The number of available slots for each of these courses are limited, and are awarded on a first come, first served basis, with seniors receiving priority over underclassmen. ***\*\*These courses also require a separate application – See Mr. Sutherland\*\****

- iv. Dual Enrollment and Early College classes are included in your regular schedule as one class period for every two college credits. A three credit class is counted as one hour of your high school schedule. A four credit class is two hours. ***\*\*Please see Mr. Sutherland as soon as possible if you plan to schedule college classes. There may be deadlines and a separate application to complete.\*\****
- v. OdysseyWare and Michigan Virtual courses are available as a part of your regular course schedule, but are limited to two per student.

### **13.Scheduling alternate elective courses**

- a. Occasionally the elective course you want is full or conflicts with your other courses. When that happens, it is useful for me to know what your next choice would be. In this section, select one elective course you would like if for some reason one of your other elective choices cannot be included in your schedule.

### **14.Final Notes**

- a. You can return to the schedule request form and edit your requests through May. You can also change your requests any time before school starts by stopping by my office. Also, as indicated in the student handbook, all students have three weeks at the start of each semester to make schedule changes. Do your best to request the courses you want, but know that you are not locked in to your requests, and will have opportunities to change your mind.
- b. A copy of your transcript was provided when we met, along with a form that you can use to track your progress toward meeting your graduation requirements. Please review your transcript for accuracy and use the form to make sure you are taking the courses you need.
- c. Remember – easier does not mean better. If your goal is to get a certain job or get into a certain college, do everything you can do and use what is available to you here to prepare. Challenge yourself.
- d. See me if you have any questions or are not sure about which classes you should request.