Online Course Request Entry -- Naviance Family Connection (rev 01/23/18)

DEADLINES FOR NAVIANCE REQUEST ENTRY & DIGITAL SUBMISSION TO COUNSELOR:

FUTURE SOPHS - 2/13/18 ***FUTURE JUNIORS - 2/20/18*** ***FUTURE SENIORS - 2/27/18***

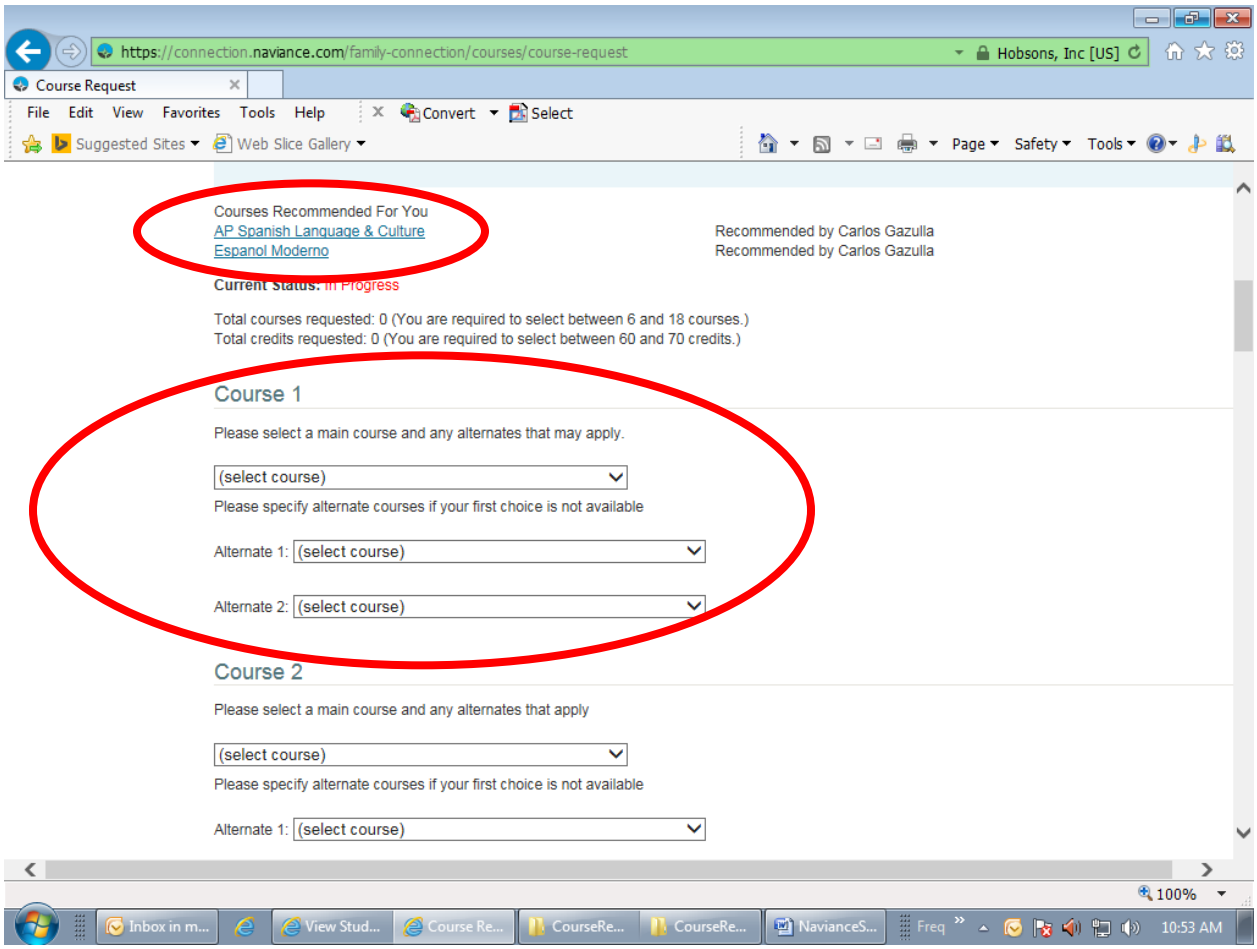
Log into http://connection.naviance.com/siprep. Click on the **Courses** tab. Then click on **Course Requests.**

Check your AP/Honors approvals and Math/Language Placements: At the top, under "Courses Recommended for You," you will see the AP/Honors courses for which you have been approved, plus your Math/Language placements. You will be able to select courses requiring approval only if you have been approved. Without approval, they will not appear in the drop-down menus of courses. (Note: Students eligible for AP/Honors Language may also request the regular course.) ***Important: Departments have until Monday, February 12 to finalize approvals and placements. Anything you see prior to the end of that day should be considered tentative.***

Select Courses and Alternates: Use the drop-down menus to enter each course. Enter any alternates on the lines below the corresponding main choice. **Read carefully the Scheduling Instructions on the following pages regarding which courses require alternates. No course may be used more than once for any purpose--including as an alternate.**

Save and Validate: To save, so you can continue or make changes later, click **Save and Validate Requests** (at bottom of page). ***You may make changes later as long as you do NOT click Submit.***

Submit Only When Completely Done: Finally, ***only if you have completely entered and checked all your requests,*** click **Submit for Approval. The deadline for each grade level is listed above.** Your requests are not sent until you click Submit. (Note: You will need Counselor action to make changes after clicking Submit.) **You must also submit the Course Request Form to your counselor via email by the same date.**



SENIOR YEAR SCHEDULING INSTRUCTIONS FOR THE 2018-2019 ACADEMIC YEAR

(Future Seniors)

GENERAL INSTRUCTIONS

DEADLINE TO FINISH REQUEST ENTRY IN NAVIANCE: TUESDAY, FEBRUARY 27
ALSO, COURSE REQUEST FORM MUST BE EMAILED TO COUNSELOR BY THIS DATE.

NO COURSE MAY BE USED MORE THAN ONCE FOR ANY PURPOSE--INCLUDING AS AN ALTERNATE.

IMPORTANT NOTE: You must include requests for your RESOURCE period. Be sure to request both FALL and SPRING semesters for 11th and 12th grades; use WELLNESS for 10th grade.

You must be in class or a supervised study hall six periods of each school day. (The Resource Period is the seventh period.) Check the Course Catalog for course prerequisites. Make sure you are eligible for the courses you select. If you have any questions, please see your counselor. Department Chairs reserve the right to approve requests for honors or advanced placement courses. While it is important to take a rigorous course load, taking too many AP/Honors courses can be detrimental. Be sure to think carefully about your AP/Honors course load and discuss it with your parents and counselor. This is especially true if you plan to take more than two AP/Honors courses.

Please Note: Every effort will be made to accommodate your course requests, but there is no guarantee that you will receive all of the classes you request. In particular, all courses are subject to class size limits. Students will be scheduled for courses in order of graduation year (Seniors first, Juniors second, etc.). In some cases, it may be necessary to assign you to a course you did not request in order to complete your schedule and meet academic requirements. **To maximize your chances of being assigned your requested courses, it is essential that enter your schedule requests properly – including the required number of alternates. No course may be used more than once for any purpose -- including as an alternate.**

SUMMER SCHOOL

If you plan to take a summer school course, write the appropriate course number and course title in the boxes provided. Requesting a course on your request form and in Naviance Family Connection **does not** register you for the class. You must **also** register for these courses on the Summer School Website at **www.siprep.org/summer** and pay the fees. Do not delay, as summer school courses often become full rapidly.

Students normally take a study period in the academic year after they have taken an SI summer school course. If your intention in taking a summer school course is to enroll in an additional course during the following academic year, please note that seats may not be available to accommodate your request for the additional course. We will make every effort to place you in the additional course, but there is no guarantee, so, you should take a summer course only if you are willing to take a study period instead.

9902 - Summer Chemistry
9920 - Summer Physics
9913 - Summer Constitutional Law
9914 - Summer Constitutional Law Honors
9907 - Summer Rel Studies 470 (Ignatian Way)

STUDY HALL

If a student takes a summer school equivalency course at S.I. in the summer of 2018, he/she may take one study hall period for each semester of equivalency. This is in addition to the Resource Period given to all students. The study hall will be supervised. Only one study hall per semester is allowed. Students eligible for only one semester of study hall will be assigned to the semester which best fits the schedule. The student will be assigned to study hall at the period which best fits the student's schedule. No choice of semester or periods will be offered. If you are eligible for study hall, check the appropriate box on the schedule request form, and enter course requests in Naviance for the following:

9601 ONE Semester of Study Hall
9601 AND 9602 TWO Semesters of Study Hall

SENIOR SCHEDULING OPTIONS

ENGLISH

You may choose to take one year-long course or two semester-long courses.

A. Year Courses.

1403 AP English 403 Advanced Placement - Students approved by the English Dept. may check the box on the paper form and enter the course in Naviance without ant alternates.

B. Semester Courses.

If you choose to take two semester-long courses, indicate your first choice **and two (2) alternate choices** for each course requested. No course can be used more than once for any purpose--including as an alternate. If you are REQUIRED to take Course # **1482**--English 482 (Literature & Composition: Non-Fiction), do not enter an alternate for this course only, and CHECK THE BOX next to the entry on the paper form and leave Alternates BLANK for English Course 1 only.

AREA II — Focus On Individual Authors

1430 Modern American Authors **1440** Shakespeare

AREA III — Genre

1450 Mythology **1460** Fiction into Film **1473** Burning Illusions
1435 Women in Literature **1492** Poetry and Dramatic Literature

AREA IV — The Act and Art of Writing (Enter two alternates if you are NOT required to take the course; do not enter alternates if you ARE required to take this course.)

1482 Literature & Composition: Non-Fiction

RELIGIOUS STUDIES - Semester Courses

You must take two semesters of Religious Studies. Indicate your first choice **and two (2) alternate choices** for each course requested. No course can be listed more than once for any purpose--including as an alternate.

8400 The Path to Faith **8444** Liturgy and Prayer **8447** Encountering The World's Religions
8460 Human Sexuality **8470** The Ignatian Way **8471** Faith, Film, and Fiction
8472 Science and Religion **8475** Sports and Spirituality **6130** Studio Art C--Sacred Symbols
8476 Community Engagement & Social Justice

GOVERNMENT - Semester Course (Dept. approval required for Honors)

One semester is required--additional is optional. Indicate your first choice **and two (2) alternate choices** for each course.

5451 The Black Experience **5461** The Black Experience Honors
5452 Constitutional Law **5462** Constitutional Law Honors
5453 Criminal Justice **5463** Criminal Justice Honors
5454 San Francisco Politics **5464** San Francisco Politics Honors
5455 Social Movements & Government **5465** Social Movements & Government Honors

MATHEMATICS - Year Courses

2460 Math Analysis **2405** Precalculus **2423** AP Calculus BC **2304** Precalculus Accel
2410 Calculus **2413** AP Calculus AB **2470** AP Statistics **2474** * Intro to Finance *

LANGUAGE - Year Courses (except as indicated)

4030 French 3 **4330** Latin 3 **4130** Spanish 3 **4630** Mandarin 3
4033 French 3H **4333** Latin 3H **4133** Spanish 3H **4633** Mandarin 3H
4340 Latin 4 **4140** Spanish 4 **4640** Mandarin 4
4043 AP French **4343** AP Latin **4143** AP Spanish **4644** AP Mandarin
4044 *Francophone Film & Lit 1* *(Single-Semester)* **4153** * Spanish 5H *
4045 *Francophone Film & Lit 2* *(Single-Semester)* **4145** * Espanol Moderno* *(Single-Semester)*
4146 * Artesania Americas* *(Single-Semester)*
4147 * Cine Mexicano* *(Single-Semester)*
4148 * Musica Del Caribe* *(Single-Semester)*
4149 * Cuentos Corto* *(Single-Semester)*

*** – ALTERNATES REQUIRED**

YEAR-LONG ELECTIVE COURSES

THE YEAR-LONG COURSES MARKED WITH A * MUST HAVE A YEAR-LONG ALTERNATE.

SCIENCE

IMPORTANT: AP Biology, AP Chemistry, AP Physics MUST be taken with the corresponding 0-period LAB.

3041 Physics
3044 * Physics H *
3047 * AP Physics C *
3069 LAB-AP Physics
3014 * AP Biology *
3067 LAB-AP Biology

3030 Chemistry
3033 * Chemistry H *
3034 * AP Chemistry *
3068 LAB-AP Chemistry

3050 * Human Anatomy and Physiology *
3055 * Astronomy *
3052 * Environmental Science *
3058 * Engineering **(YR)** *
3053 * Molecular Biology *

3060 /3065 Science Research Project/Advanced Science Research Project (*8th Period*)

COMPUTER SCIENCE

9210 * AP Computer Science *

*** – ALTERNATE REQUIRED**

SEMESTER ELECTIVE COURSES

YOU MUST INDICATE TWO (2) SEMESTER ALTERNATES FOR EACH SEMESTER COURSE REQUESTED.

FINE ARTS

UC Requirement: If there is only one course that can complete your UC requirement, an alternate is not required, so CHECK THE "UC REQ" BOX next to the entry on the paper Course Requests form, and leave the Alternates BLANK for that course only. *SI Graduation Requirement:* If you have completed the SI Graduation requirement for Fine Arts, check the completed box on the paper form. (This is separate from the UC requirement.)

6100 Art & Architecture IA
6105 Art & Architecture IB
6106 Art & Architecture IB (8W) (8th-Wkend Retr)
6107 Art & Architecture IB (8P) (8th-Practicum)
6120 Studio Art A
6121 Studio Art A (8) (8th)
6125 Studio Art B
6126 Studio Art B (8W) (8th-Wkend Retr)
6127 Studio Art B (8P) (8th-Practicum)
6150 3-D Studies /Mixed Media Sculpture A
6155 3-D Studies /Mixed Media Sculpture B
6156 3-D Studies Sculpture B (8W) (8th-Wkend Retr)
6157 3-D Studies Sculpture B (8P) (8th-Practicum)

6160 Photography IA
6165 Photography IB
6210 Drama IA: Intro to Theatre
6211 Drama IB: Advanced Acting
6500 Music Appreciation A
6515 Music Appreciation B
6516 Music Appreciation B (8) *(Concurrent Performers)*
6601 Dance IA
6602 Dance IB
6603 Dance IB (8) *(Concurrent Performers)*
6710 Multimedia Design 1A
6720 Multimedia Design 1B

PHYSICAL EDUCATION

SI Graduation Requirement: If you have completed the SI Graduation requirement for PE, check the completed box on the paper Course Request form.

7210 P.E. 210 - Weight Training
7215 P.E. 215 - Strength & Conditioning for Sport
7315 P.E. 315 - Leadership in Sports
7615 P.E. 615 - Sports Medicine 1
7715 P.E. 715 - Fitness for Life
7815 P.E. 815 - Yoga Fitness

SEMESTER ELECTIVE COURSES (continued)

LANGUAGE

4145 Espanol Moderno
4146 Artesania de las Americas
4147 Cine Mexicano
4148 Musica Del Caribe
4149 Cuentos Corto
4044 Francophone Film & Lit 1
4045 Francophone Film & Lit 2

COMPUTER SCIENCE

9201 Exploring Computer Science A
9213 Intro Design Thinking & App Development
9215 Robotics A (*8th Per*)
9216 Robotics B (*8th Per*)

SOCIAL SCIENCE (Dept. approval required for Honors)

5410 European History
5430 Economics
5440 Economics Honors
5431 Social Cognitive Psychology
5441 Social Cognitive Psychology Honors
5432 Behavioral Neuroscience
5442 Behavioral Neuroscience Honors

SCIENCE

3060 Science Research Project (*8th Per*)
3065 Advanced Science Research Project (*8th Per*)

Senior Schedule Worksheet

Select Six Courses Per Semester for a Complete Schedule		
Religious Studies **2 Semesters Required**		
English **2 Semesters Required**		
Government **1 Semester Required**		
Fine Arts/PE Requirement **or Additional Semester Elective**		
Science - Full Year		
Math - Full Year		
Language - Full Year		
Additional Full Year Elective		
Additional Semester Electives		
Additional Semester Electives		
Additional Semester Electives		

Student Scheduling FAQs (Frequently Asked Questions)

What is the deadline for requesting courses for next year? Your requests must be submitted via Naviance Family Connection at http://connection.naviance.com/siprep AND by submitting to your counselor your Course Request Form via email. **Both are DUE on the following dates:**

FUTURE SOPHS - 2/13/18 FUTURE JUNIORS - 2/20/18 FUTURE SENIORS - 2/27/18

Where do I find the list that includes the AP/Honors courses for which I am approved and my Math placement? The list, called "Recommended Courses," is located on the Course Request screen in Naviance Family Connection, above the pull-down menus where you enter your course requests.

May I opt-out of an Honors/AP course for which I have been approved and take a less rigorous course instead? You may choose to take the regular (non-AP/Honors) course at the time you enter your course requests. (For Math, students approved for AP/Honors courses may opt to enroll in one course level below the highest level for which they are approved.) Be sure to include your choice on the Schedule Request Form you submit to your counselor. After the deadline for course requests, you will need to submit your request as a schedule change request using the Schedule Change Form that will be mailed with your schedule during the summer. As with all schedule changes at that time, your request will be subject to space limitations in the course you wish to take and in any other courses that must be moved/changed. Some departments also require that opt-outs after the course request deadline be approved by the department chair.

Where do I find whether my score on the Junior Writing Exam requires that I take English 482, the Senior composition class? If it is required, English 482 will be listed with any Honors/AP approvals, on the Course Request screen in Naviance Family Connection, above the pull-down menus where you enter your course requests. If English 482 is not listed, you are not required to take the course, but you may still request it as a first choice or as an alternate.

What are the alternatives to enrolling in a second semester of PE to meet the SI graduation requirement for PE? You may enroll in Dance 1A or complete a PE Waiver based on participation in SI athletic teams. For further details, see the PE section of the Course Catalog at http://www.siprep.org/catalog. Note that completion of a PE Waiver does not earn you a Study Hall.

Where can I find information about SI graduation requirements? See the online Course Catalog at http://www.siprep.org/catalog

Where do I find out which courses are UC approved and about meeting the UC requirements for each subject area? See the online Course Catalog at http://www.siprep.org/catalog

What is the minimum number of periods in which I must enroll? You must fill six periods with courses and/or an earned Study Hall. For periods using single-semester courses, there must be a course or Study Hall in both semesters. A seventh period will be assigned to you as a Resource Period; you do not have to request the Resource Period.

How do I qualify for Study Hall? Study Hall is in addition to the Resource Period taken by all students, and may be taken only by students who have earned it by taking an SI High School Summer Course during Summer 2018 or by students who have "banked" the credit from a previous SI High School Summer Course. Online courses and courses taken at other institutions do not earn a Study Hall. Note that students enrolled in only one semester of Study Hall do not get to choose in which semester it will be scheduled.

How do I enroll in a SI High School Summer Course? In addition including the course on your Course Request Form and entering it into Naviance Family Connection, you must register and pay via the SI Summer Programs website at www.siprep.org/summer . You should register as early as possible, as summer courses often become full quickly. The site opens for High School registration on February 12, 2018.

When will I receive my schedule? Schedules will be mailed to continuing SI students on June 23. Please allow time for delivery by the US Postal Service.

When can I request a schedule change? All requests for changes after the course request deadline must wait until the schedules are mailed. Instructions and Schedule Change Forms will be mailed with the schedules on June 23. There will be different dates for requests, based on whether a given class is closed (full) and/or department approvals are required. Forms will be processed in the order in which they are received.

What is the deadline for requesting a schedule change? All Schedule Change Forms requiring different Fall or Year-Long courses must be received with all required signatures in the Scheduling Office by **8:30 AM Tuesday, August 28, 2018. You must submit the form directly to the Scheduling Office, not to your counselor. There may be earlier deadlines for changes in electives.** Requests affecting only Spring single-semester courses may be submitted through Friday, December 14, 2018. However, students are encouraged to submit all requests for both semesters by August 28, 2018, since, after this date, options for changing only Spring single-semester classes will be limited.

What do I have to do to have a Performing Arts course be included in SI's calculation of my GPA? Students will be enrolled by the instructor in the GPA versions ("A" and "B") for the first two semesters of a performing arts ensemble. Thereafter, any additional enrollments will be in the Non-GPA ("C") versions. We do not accept retro-active changes from non-GPA to GPA versions for previously registered courses. See the Fine Arts section of Course Catalog at http://www.siprep.org/catalog for the details of this policy and the courses to which it applies.