

# **Senior Year Registration**

# **Class of**

# **2019**



# Registration Process

1. Orientation Today

2. Asking Questions & Seeking Teacher Signatures

March 14<sup>th</sup>-April 2<sup>nd</sup> (ILP Conferences are on 3/29 and 3/30)

3. Registration Form DUE by Tuesday, April 3<sup>rd</sup>

(in English class or front office)

NOTE: Don't lose senior priority in the registration process because your form is late.

## WHO CAN HELP?

**Your Counselor – Mrs. Collins**

**Your Master Teacher – Mr. Gotham**

**Your Assistant Principal – Mr. Schneider**

**Your Principal – Mrs. Shaheen**

**It's Best to Make an Appointment, But Drop-ins are Welcome**

# Scheduling Handbook

## Scheduling Handbook

- The scheduling handbook and course request forms can be found on the Horizon College and Career website:
- Go to [www.horizonhonorssecondary.org/ccs](http://www.horizonhonorssecondary.org/ccs)
  - Click the Scheduling Box

# Preparing for College

Use the School Website College 101 Info:

- College Searches
- Scholarships
- Financial Aid
- College Admissions Testing
- NCAA or NAIA



# TRANSCRIPTS



- Horizon Unofficial Transcripts
  - Order in the front office
  - Can take up to 48 hours to process
- Horizon Official Transcripts
  - Order online through **[PARCHMENT.COM](http://PARCHMENT.COM)**
  - Link is on the Horizon CCC Website
- College Dual Enrollment Transcripts
  - Order online through
    - SMCC & Rio Salado - [my.maricopa.edu](http://my.maricopa.edu)
    - Trine - [myportal.trine.edu](http://myportal.trine.edu)

# Graduation Requirements

Subject & Required Credits	Horizon Honors	Arizona University Entrance	Elite University Entrance
English	<b>4</b>	4	4
Math	<b>4</b>	4	4
Science	<b>3</b>	3	4
History	<b>3</b>	2	4
Foreign Language	<b>2</b> same type	2 same type	4 same type
PE/Health	<b>1</b>	0	0
Fine Arts	<b>1</b>	1	1
Elective Credit	<b>6</b>	0	0
Community Service	<b>40</b> hours yearly	Recommended	Recommended or Required
TOTAL	<b>24</b>	16 core + Diploma	21 core + Diploma

# MORE THAN SEVEN CREDITS REMAINING?

- Double Up
- Summer School
- Online

MAKE A NOTE TO STOP IN TO SEE MRS. COLLINS TO SET UP A PLAN



# Registration Step 1

## 12<sup>th</sup> Grade Course Request Form

Due: In English or Office by April 3rd

**Student Name** \_\_\_\_\_

Email [edu.coltra@houstonisd.org](mailto:edu.coltra@houstonisd.org) for scheduling questions.

Parent: By signing below I acknowledge that I read and understood the High School Scheduling Handbook, and I agree with my child's enrollment selection for the 2018-2019 school year.

**Parent Signature** \_\_\_\_\_

**Parent Name** \_\_\_\_\_

**Parent E-mail** \_\_\_\_\_ **Date** \_\_\_\_\_



# Registration Step 2

## Select Core Courses

The High School 2018-19 Scheduling Handbook is online at <http://www.horizonhonorssecondary.org/ccs/scheduling>  
See course catalog for information about class entrance requirements, fees and standards.

### English (Required)

My Choice	Class	Rubric Met
	British Literature & Comp	
	AP Eng Literature & Comp Honors	
	AP Eng Language & Comp Honors- Virtual Lab Class	
Last English Class		Grade

### Math (Required)

My Choice	Class	Rubric Met
	Algebra 3-4	
	College Algebra Honors	
	Financial Algebra	
	Statistics Honors	
	Trig/Brief Calculus Honors	
	AP Calculus AB Honors	
	AP Calculus BC Honors	
Last Math Class		Grade

### Science (Optional if completed 3 Credits)

My Choice	Class	Rubric Met
	Biology II	
	Anatomy/Physiology Honors	
	Physics	
	Physics Honors	
	AP Biology Honors-Virtual Lab Class	
	AP Chemistry Honors	
I have completed my science credits		
Last Science Class		Grade

### Social Studies (Required)

My Choice	Class	Rubric Met
	Government/Economics	
	AP Government/Econ Honors	
Last Social Studies Class		Grade

### Spanish (Optional if completed 2 credits)

My Choice	Class	Rubric Met
	Spanish 5-6 Honors	
	Spanish 7-8 Honors	
	Spanish 9-10 Honors	
I have completed my Spanish credits		
Last Spanish Class		Grade

### Additional AP Electives

1<sup>st</sup> Priority Electives to be scheduled and Ranked

My Choice	Class	Rubric Met
	AP Human Geography-Traditional Class	
	AP Art History-Virtual Lab	
	AP Computer Science-Virtual Lab	
	AP Environmental Science-Virtual Lab	
	AP Macroeconomics-Virtual Lab	
	AP Microeconomics-Virtual Lab	
	AP Psychology-Virtual Lab	
	AP Statistics-Virtual Lab	
	No AP Electives	

# 2018-19 Bell Schedule

Silver Day Blocks		Blue Day Blocks	
1	8:00-9:30	5	8:00-9:30
2 & Announcements	9:33-11:08	6 & Announcements	9:33-11:08
Lunch	11:08- 11:39	Lunch	11:08-11:39
3	11:42-1:12	7	11:42-1:12
4	1:15-2:45	8	1:15-2:45

# **New Virtual AP Courses Available**

- For Juniors and Seniors only
  - AP Art History
  - AP Computer Science
  - AP Environmental Science
  - AP Macroeconomics
  - AP Microeconomics
  - AP Psychology
  - AP Statistics

# New Virtual Electives Available

- Available to students 9<sup>th</sup> – 12<sup>th</sup> grade
- Fee of \$100 per class
  - **Anthropology I**
  - **Archaeology**
  - **Art History and Criticism I Honors**
  - **Art in World Cultures**
  - **Astronomy**
  - **Concepts of Engineering & Technology**
  - **Cosmetology: Cutting Edge Styles**
  - **Digital Photography I**
  - **Fashion and Interior Design**
  - **Forensic Science**
  - **Gothic Literature**
  - **Great Minds in Science**
  - **Health Science I: Life Management Skills**
  - **Health Science II: Patient Care & Medical Services**

start here...



...go anywhere

# New Virtual Electives, Continued

- **History of the Holocaust**
- **Hospitality and Tourism**
- **Introduction to Agriscience**
- **Introduction to Forestry & Natural Resources**
- **Introduction to Manufacturing, Production Design, and Innovation**
- **Introduction to Military Careers**
- **Introduction to Renewable Technology**
- **Music Appreciation**
- **Nutrition & Wellness**
- **Personal and Family Finance**
- **Philosophy**
- **Principles of Public Service**
- **Restaurant Management**
- **Sports and Entertainment Marketing**
- **Veterinary Science**
- **World Religions**



# Classroom Electives

- Virtual Lab Electives
- Fine Arts: Art, Band, Chorus, Drama, Graphic Design, Guitar
- Child Development
- College, Career, and Life for Juniors
- Contemporary Visual Media
- Creative Writing
- Culinary
- Introduction to Business
- PE Dance, PE Fitness, PE Honors
- Journalism
- Law in American Society
- Multi-Media
- Psychology/Sociology
- Speech and Debate
- Student Intern
- Yearbook



# Registration Step 3

## Rank Year Long Electives #1-10 - Use Pencil - Complete Preferred # Box Below

Many electives have fees. All fees must be paid prior to the first day of school.

Please rank the following electives with #1 by your first choice, #2 by your second choice, and so on. Every effort will be made to give students their top choices while balancing scheduling and staffing needs. Please recognize that all electives on this list may not be offered every school year. All courses must meet a minimum enrollment to be offered.

**Reminder: auditioning into or qualifying for a particular elective does not guarantee that the course will fit into your schedule.**

**Electives:** Teacher signature needed on upper level courses:

My Choice	Type	Class	Rubric file
1000 electives per 1000 electives	FA Circle one	Art: 1-2 3-4 5-6 Hon	
1000 electives per 1000 electives	FA Circle one	Band: Concert Symphonic Hon	
1000 electives per 1000 electives	FA Circle one	Chorus: <del>Salendo</del> Bella Voce Cantabile Hon	
	EL	Capstone Honors Symposium	
	EL Circle one	Child Development	
	EL	College, Career and Life for Seniors	
	EL	Contemporary Visual Media	
	EL	Creative Writing	
1000 electives per 1000 electives	EL	Culinary Arts	
	FA Circle one	Drama: 1-2 3-4 5-6 Hon	
1000 electives per 1000 electives	FA Circle one	Graphic Design: 1-2 3-4 5-6 Hon	
1000 electives per 1000 electives	FA Circle one	Guitar: 1-2 3-4	
	EL	Introduction to Business	
1000 electives per 1000 electives	FA Circle one	Journalism <del>Journalism</del> Hon	
	EL	Law in American Society	
1000 electives per 1000 electives	EL Circle one	Multi Media: 1-2 3-4 5-6 Hon	
	PE	PE Dance/Health	
	EL	PE Hon	
	PE	PE Life Time Fitness	
	EL	PE Personal Fitness	
	EL	Psychology/Sociology	
	EL	Speech and Debate	
	EL	Student Intern	3.0 GPA
	EL Circle one	Yearbook <del>Yearbook</del> Hon	
1000 electives per 1000 electives	EL	Virtual Lab Elective	

Include any information you would like your Counselor to know about your scheduling needs:


**Preferred # Of:**

Core Classes	Page 1
Additional AP Elective	Page 1
Virtual Lab Elective	Page 2
Electives	Page 2
Scholastic Lab	
Release	Requires Application

**= 8 Periods Total**

# Be Sure to fill out the preferred area:

<b>Preferred # Of:</b>	
	Core Classes <i>Page 1</i>
	Additional AP Elective <i>Page 1</i>
	Virtual Lab Elective <i>Page 2</i>
	Electives <i>Page 2</i>
	Scholastic Lab
	Release <i>Requires application</i>
<b>= 8 Periods Total</b>	



# Release

-Be sure to read the section about Release in the Scheduling Handbook.

-A student may request a maximum of 2 release blocks. In order to qualify for release, a student must...

1. Be enrolled in at least 6 blocks.
2. Maintain a 3.0 GPA.
3. Have passing grades in all previous classes, so remediation is not needed.
4. Have an approved disciplinary record (no more than one Saturday School per semester and no Out of School Suspensions).
5. Have reliable transportation to leave campus or arrive on campus at the designated time for each release.
6. Have a verifiable reason for the release.
7. Have turned in a completed application.

# Release Application



## Release Application

1. Read the information about Release.
2. Fill out the application with all required information and signatures.
3. Turn in the application to your counselor.

Note: Completing this application does not guarantee a Release in your schedule. This application is used to determine your eligibility for a Release. Your eligibility and course needs, along with the Master Schedule will have to be considered to approve the Release.

Release for juniors or seniors can be a great chance for students to accomplish something productive out of school such as an internship, community service, a leadership opportunity, or attendance in a college course. These are well recognized reasons for a student to release and engage in opportunities beyond the high school classroom during a time within the school day. Although release provides opportunities, negatives do exist. Spending less time on-campus in classes for any reason other than those listed above may not look good to colleges. Universities would rather see classes on a student's schedule than release, because they want to see that students are getting ready for college and excelling academically with a full schedule and an advanced course load.

The scheduling of a release does not take precedent over the scheduling of any classes. Class sections will not be changed in order to accommodate a release.

To qualify for release, students must meet certain requirements and maintain their eligibility for the entire year. Eligibility is checked at the end of each quarter, and any student who fails to maintain eligibility will have his or her release revoked until the next quarter when the student can request to have the release reinstated because he or she is again eligible. A student's release may be revoked at any time during the school year by the student's parent or guardian or by the administration as a disciplinary consequence. The final decision on any student's receipt of a release rests with the administration. To qualify for release, students must complete and submit the Release Application with their Course Request Form. The Release Application must be signed by the student's parent or guardian.

The actual time of day that they are released may vary according to the school schedule for that day (early release, late arrival). Students who participate in the early release option must leave the school premises at the early release time each day. They are not to remain in the building or on the school property. If the student has an after school activity, they must return to that activity after school has been dismissed. Students who participate in the late start option must not arrive on campus until ten minutes prior to the start of class each day. They may not arrive early and wait in the building or on the school property.

A student may request a maximum of 2 release blocks. In order to qualify for release, a student must...

1. Be enrolled in at least 6 blocks.
2. Maintain a 3.0 GPA.
3. Have passing grades in all previous classes, so remediation is not needed.
4. Have an approved disciplinary record (no more than one Saturday School per semester and no Out of School Suspensions).
5. Have reliable transportation to leave campus or arrive on campus at the designated time for each release.
6. Have a verifiable reason for the release.
7. Have turned in a completed application.

## Release Application

### Check "Yes" for all accurate statements:

- Yes, I am enrolling for at least 6 blocks (1 block may be a Scholastic Lab).
- Yes, I currently have a 3.0 GPA or better.
- Yes, I have a passing grade of "C" or better in all classes on my transcript and all current classes.
- Yes, I have an approved disciplinary record (no more than 1 Saturday School per semester and no Out of School Suspensions).
- Yes, I have reliable transportation to leave campus or arrive on campus at the designated time for each Release. I understand I may not be on campus when I am not scheduled for a class.
- Yes, I have a verifiable reason for the release.
- Yes, I have contacted the college/university I am planning to attend and determined that a reduced course load, because Release, will not adversely affect my admission or scholarship opportunities.

### Check all that apply and provide any additional information requested.

I am requesting Release for the following reason(s):

Check Box	Reason For Release	Additional Information Needed <small>Please use this box</small>
<input type="checkbox"/>	<b>Off-Campus Internship</b> <small>Please provide details of internship including organization/company, location &amp; supervisor</small>	
<input type="checkbox"/>	<b>Attending a College Course</b> <small>Please provide course work to completed for both semesters</small>	
<input type="checkbox"/>	<b>Regularly Scheduled Community Service or Leadership Opportunity</b> <small>Please provide details including organization or company, location &amp; supervisor</small>	
<input type="checkbox"/>	<b>Personal Request/Need</b> <small>Please provide reason for the request or the need or hardship that exists</small>	

I AM REQUESTING...  1 Release  2 Releases

I PREFER...  Morning  Afternoon

All of the information I have provided is correct and I have read and understand the conditions for Release.

\_\_\_\_\_  
Student's Full Name Printed

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

I request permission for my child, \_\_\_\_\_, to be considered for Release for the 2018-2019 school year. I understand that this application is not a guarantee and that my signature indicates my approval as requested. I assume full responsibility during the time my child is on Release and not on campus.

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Course Finalization in May

- You will receive the Course Request Verification form with courses you are registered for – classes are in no particular order
- You and your parent will sign the Course Request Verification form
- You and your parent will sign the Honors/AP Agreement (if applicable)
- Remember, you must pass your AzMerit end of course tests to qualify for honors courses.

# End of Junior Year-Countdown to Graduation

<b>March 2018</b>	<ul style="list-style-type: none"><li>• Course Request Form due by Tuesday, April 3<sup>rd</sup></li><li>• Register for fall SAT and/or ACT date (many deadlines in February for signing up)</li><li>• Stay strong academically – the end of junior year GPA is an important one</li><li>• Continue Participation in Clubs, Extracurricular Activities, and Community Service Build your portfolio</li><li>• Spring Break – Make some College Visits</li></ul>
<b>April 2018</b>	<ul style="list-style-type: none"><li>• Order Senior Jersey</li><li>• Attend Prom</li></ul>
<b>May 2018</b>	<ul style="list-style-type: none"><li>• Turn in Course Request Verification &amp; Honors/AP Agreement (if applicable)</li><li>• Register with the NCAA Clearinghouse if intending to play Division I or II athletics</li></ul>
<b>June 2018</b>	<ul style="list-style-type: none"><li>• CONGRATULATIONS CURRENT SENIORS</li><li>• Pick up your Senior Jersey the last day of school after finals</li><li>• Senior Portrait for the Yearbook at Southwest Portraits (August deadline)</li><li>• Work on drafts for college essays</li></ul>

# Senior Year-Countdown to Graduation

<b>July 2018</b>	<ul style="list-style-type: none"><li>• Attend the first day of school – Soarin’ Eagle Day for Senior Seminar – no late start or early release</li><li>• Stay strong academically &amp; Continue Participation in Clubs, Extracurricular Activities, and Community Service</li></ul>
<b>August 2018</b>	<ul style="list-style-type: none"><li>• Apply to In-State Universities</li><li>• Check Application Windows for Out-of-State Universities</li><li>• Send official test scores to the colleges</li></ul>
<b>September 2018</b>	<ul style="list-style-type: none"><li>• Attend College and Career Fairs</li></ul>
<b>October 2018</b>	<ul style="list-style-type: none"><li>• Meet with Jostens to order cap &amp; gown, graduation announcements, etc.</li><li>• Fill out the FAFSA</li></ul>
<b>November 2018</b>	<ul style="list-style-type: none"><li>• Fill out a personal profile to prepare for letters of recommendation</li><li>• Check on college admission status</li></ul>
<b>December 2018</b>	<ul style="list-style-type: none"><li>• Select graduation speaker for filming</li><li>• Confirm name for diploma</li></ul>
<b>January 2019</b>	<ul style="list-style-type: none"><li>• Attend your last Homecoming</li></ul>
<b>February 2019</b>	<ul style="list-style-type: none"><li>• Register for a College Orientation Day</li></ul>
<b>March 2019</b>	<ul style="list-style-type: none"><li>• Begin your “What I Need to Take to College” list</li></ul>
<b>April 2019</b>	<ul style="list-style-type: none"><li>• Attend your last Prom</li><li>• Mail Graduation Announcements (1 month in advance)</li></ul>
<b>May/June 2019</b>	<ul style="list-style-type: none"><li>• Senior Brunch</li><li>• Graduation</li><li>• Senior Grad Night Trip</li><li>• Order final transcripts from Parchment for intended college, NCAA Clearinghouse and NAIA</li></ul>

# Final Reminders

- Asking Questions - Seeking Support
- Course Request Forms DUE Tuesday, April 3<sup>rd</sup> (in English class or office)
- Course Request Forms may be turned in before the due date

## WHO CAN HELP?

**Your Counselor – Mrs. Collins**

**Your Master Teachers – Mr. Gotham**

**Your Assistant Principal – Mr. Schneider**

**Your Principal – Mrs. Shaheen**

**Appointment or Drop-in**

