

## 2012-2013 Course Registration Instructions:

**Please Note: Students will receive a copy of the Program of Studies and a Course Registration form in homeroom during the weeks of February 6<sup>th</sup> (current freshmen and juniors) or February 13<sup>th</sup>, 2012 (current sophomores). Scheduling procedures are listed below:**

### 1. Write in identification information:

- Fill in student name, ID# and Guidance Counselor name on the top left of the *Course Registration* sheet and on the cover of your personal hard copy of *the 2012-2013 Program of Studies*.
- Please print and write clearly- do not use cursive handwriting.

### 2. Obtain teacher recommendations:

- Carry your *Course Registration* sheet and *Program of Studies* to your academic classes, and have your four core teachers (Math, Science, English, and Social Studies) check and initial a course recommendation for you. If you have questions about changing the level of a course (e.g. from College Prep to Honors), please ask your teachers for input. If you have questions about the content of a course or prerequisites, utilize the *Program of Studies* for clarification. If further clarification is needed, please ask your subject teacher or counselor for assistance.

### 3. Adhere to the Timeline and Due Date:

- Teachers will provide course recommendations to the current freshmen and juniors **on Monday and Tuesday, February 6<sup>th</sup> and 7<sup>th</sup>**, and the **current sophomores on Monday and Tuesday, February 13<sup>th</sup> and 14<sup>th</sup>**, during regularly scheduled academic classes. If a student and teacher are unable to connect during that time period, Wednesday and Thursday of those weeks may provide additional opportunities to obtain course recommendations. Parents and students should review teacher recommendations and then complete the form indicating their course requests. Completed forms for the **current freshmen and juniors** are due in homeroom on **Friday, February 10<sup>th</sup>**. Completed forms for the **current sophomores** are due on **Friday, February 17<sup>th</sup>**. Please be sure that both the student **and the parent/guardian signs and dates** the bottom of the form. Additional forms are available in the main office.
- If the Friday deadline is missed, a student should submit his/her *Course Registration* sheet directly to the Main Office where it will be date and time stamped for receipt.
- If there are extenuating circumstances that prevent a student's adherence to these deadlines, please attach a brief note explaining the situation. Although there are never guarantees that a particular course will be available, all efforts are made to build an adequate number of course sections around student requests. *Therefore, late course registrants may have diminished opportunities to matriculate due to full course sections.*

### 4. Understand Student/Parent/Guardian responsibilities:

- BVT makes every effort to provide students and their families with helpful information and guidance around course selection and career planning. Please utilize these resources, including teacher, counselor and/or liaison recommendations along with the *Program of Studies*, to review your course selections and their prerequisites. Ultimately, it is your responsibility to select a four-year course of study that is consistent with your post-secondary plans (college, work, or military). As always, we encourage students to take rigorous courses and keep the end in mind- page 11 in the *Program of Studies* provides an overview of all courses by grade-level and may be helpful in that process.
- Signing the *Course Registration* sheet acknowledges that both students as well as their parents/guardians have reviewed and approve of the course of study for the following year.