

Mauldin High School Registration 2012-2013

Registration Process Overview

This year student registration will take place in two phases.

Phase One: Pre-Registration

February 6 – March 1:

During this phase counselors will meet with students and provide an overview of the entire registration process. Students will be given a Pre-Registration form to complete. During this time, students will talk with core course teachers regarding recommendations for the 2012-2013 school year. Students will also see teachers who need to make recommendations for elective courses they wish to take. Students will receive a Course Grouping handout that will list teachers who they need to see for specific recommendations.

Sample of Pre-Registration Form:

Student's Name: _____

Registration Overview: All students will be taken into computer labs beginning March 5 to register for courses. Students must complete the steps below in order to be ready to register at that time. Registration involves two primary steps:

- A. Teachers enter recommendations for students in Power School.
- B. Students must access Power School and select the courses recommended by their teachers and may choose other courses they wish to take. (March 5 – 15).

Things to Do Before March 1:

1. Review the Mauldin High School 2012 – 2013 Course Catalog available on the MHS homepage:
<http://www.greenville.k12.sc.us/mauldinh/>.
2. Complete the form below and have ready to take with you when your counselor will take you to the computer lab to register for classes.
 - a. Talk with your core course teachers about their course recommendation for you next year. Record the recommendation on the form below. If you know you will be overriding the course, stop by the guidance office and ask for instructions.
 - b. Review the Course Groupings handout and select other courses. Some of the courses require a teacher recommendation. Be sure to see the designated teacher (Who to See) so the teacher may enter the recommendation for you. Record the name of the courses below and the name of the teacher you need to see.
 - c. If you will be a senior and have passed HSAP, you may qualify for an early dismissal for up to 3 periods. Pick-up an Early Dismissal Form in guidance, complete and submit to guidance and the early dismissal will be entered for you.
 - d. Review the Course Groupings handout and select 3 alternative courses. You may select courses that require a teacher recommendation that are not listed in this section on the registration screen. Pick-up an "Alternative Course that Requires a Teacher Recommendation" form in guidance. Follow the instructions on the form and record the name of the courses below.
3. When you go into the computer lab, your counselor will show you how to register for the classes listed on your completed Pre-Registration Form below. You will need to bring the form below and your own Power School Portal login and password (or one will be provided for you).

Pre-Registration Form

Course Grouping:	Courses Recommended or Courses that I want to Request:	Teacher I need to see (if any):
English		
Math		
Science		
Social Studies		
Foreign Language or ESOL		
Fine Arts (Not Fine Arts Center)		
Career and Technology		
Physical Education and NJROTC		
Miscellaneous Electives		
Special Education - Resource		
Career Center		
Alternatives		

Phase Two: Online Registration

March 5 – 15:

During this phase counselors will take students to computer labs to actually request the courses from the Pre-Registration form. Therefore, it is very important that the students take the Pre-Registration phase seriously and complete the form to the greatest degree possible.

Important Information Needed For Registration

Power School Student Portal (PSSP) Online Registration

- Students will register through the Power School Student Portal (PSSP) which is an online system that allows student access to grades and course registration for the upcoming year.
 - The PSSP is web-based and can be utilized online from any computer with internet access.
 - Teachers will work with students/parents and register students for courses February 6 – 10. Accordingly, teachers will make course entries in the Portal. Students will not have access to the PSSP at that time.
 - Students will meet with guidance counselors and receive registration information and PSSP instructions. Counselors will take students to computer labs beginning on March 5 – 9 for direct assistance. Students and teachers will be notified of meeting times.
 - The PSSP can only be accessed by students and parents for registration March 5 through March 15 after counselor meetings. At this time students will be able to see all teacher entries. (Entries should be no surprise as students/parents should have already discussed course placement with teachers prior to this time.) Students are unable to change teacher entries. If an error has been made, the student should contact the teacher. If an override is desired, parents and students must follow the procedures outlined below. Students must select the teacher recommendations.
 - Students without internet access at home may use the computers in the Media Center or your local library. Counselors will take all students to computer labs for assistance, and afterwards students without internet access may receive help upon request.
 - Please note: The **order** that students register using the PSSP **does not determine** who gets in a course first. Students register so a count of the needed courses can be determined. After that time, a master schedule can be built and students can be scheduled for courses.
 - PSSP entries do not reflect the exact student schedule. Entries only represent requests that will be used in building the master schedule. **Elective selections and permanent early dismissal times for seniors are not guaranteed.**

Mauldin High School 2012 – 2013 Course Catalog

This guide provides information you need to know to help you select your courses for next year. It includes a list of graduation requirements, college admission requirements and a description of all courses offered at Mauldin next year. Guidance counselors have discussed graduation and college planning needs with students in order to assist with registering for courses next year. The catalog is available on the MHS homepage: <http://www.greenville.k12.sc.us/mauldinh/>. If you do not have internet access, see your counselor and one will be printed for you.

Disclaimer: The information below is accurate at the time of printing. All procedures and dates are subject to change. Students and parents will be kept informed throughout the process.

Course Groupings - Mauldin High School – 2012 - 2013 Handout

This handout instructs students who they must see in order to request certain courses. The handout is also available on the MHS website. Refer to the “Who to See” column. If the “Who to See” column reads:

- **Current Tch** – this is a course that a teacher must recommend and enter into Power School. You must select the course the teacher recommended even if you plan to complete a parent override. (Once the override form is received in guidance, a counselor will make the requested change.)
- **A Specific Teacher’s Name** – you must first see this teacher for approval. Most of our courses at Mauldin High require teacher approval. The teacher will keep a master list of approved students. If you are approved, you may select the course(s) in the PSSP under the designated Course Grouping online. Students are responsible for seeing the designated teacher as soon as possible between February 6 and March 1.
- **Blank** - no teacher approval is required, students may register themselves for the classes.

Parent Overrides

At times, parents may disagree with teacher recommended levels. If this occurs, parents may complete an override form in order to place the student in the desired course.

Parents and students are highly cautioned in the use of override forms. It has been the vast experience at Mauldin High School that students who are enrolled in courses with an override, have difficulty passing. Teachers can not be expected to provide additional assistance beyond what is available to all students in the class. If a parent overrides a teacher recommendation and the student begins to

experience difficulty in the class once scheduled, **the student will not be removed to the original teacher recommended level.** Parent override forms are available in the guidance office and must be returned to guidance February 6 – March 15.

- **Procedures for Completing Parent Override Forms:**

- The parent must come in to guidance to pick-up and sign the parent override form. No override form will be given directly to the student. The guidance office is open from 8:00 AM to 4:00 PM daily.
- Guidance personnel who give the override form to the parent will:
 - ♣ Remind the parent that students will not be moved to a lower level if they begin to do poorly in the parent requested course
 - ♣ Witness the parent signature and initial beside the parent signature.
- The **parent must contact the teacher** (email, phone, or face to face conference). This contact is required according to school district guidelines. This gives the teacher an opportunity to communicate the reasoning for the placement. The parent may politely disagree and continue the override process. The process should be non-threatening and the parent does not have to defend his or her decision.
- After the parent comes in and signs the form, the parent gets the form to the teacher via the student. The teacher must sign the form indicating that a conversation regarding placement recommendations has occurred. Teachers will not sign the override form unless a conversation with the parent has taken place. Once the teacher signs the form, the student is responsible for returning the form to guidance. The teachers' signature is only an indication that they have spoken with the parent regarding their rationale for the placement. The signature is not an indication that the teacher agrees with the parents' requests for another course.
- Guidance will not accept a parent override form without a parent signature initialed by guidance personnel, or without a teacher signature. **Override forms are due to the Guidance Department by March 15.**

Driver's Education

Due to the high demand for Driver's Education, a drawing is conducted randomly to determine who may enroll in the class. Students interested in taking Driver's Education must complete a form available in the guidance office. To sign up, students must be 15 years old and the cost is \$150 payable by the fifth day of the course or the student will be removed (if selected). Forms will be available February 13 – 24. Forms are due to the guidance office by **4:00 PM, February 24 (Absolute Deadline)** for students to be considered in the drawing. Students will know if they were selected upon viewing the PSSP beginning March 5. Driver's Ed will automatically be listed in your PSSP requests and **paired with a health (1/2) unit course**. If a student was not selected, Driver's Ed will not appear in the PSSP. **Students who were not selected will automatically be placed on a waiting list and will be selected randomly should space become available.**

Teacher Cadets

Students must have applied with Ms. Turner and been accepted into the Teacher Cadet Program. If you have been accepted by our school, you may apply for dual credit given through Anderson University. Once you are sure you have been scheduled in the class at the beginning of the school year and you have no conflicts, you need to enroll in the class through Anderson University in order to receive the dual credit – a fee is required. To enroll at Anderson: 1. Go to the Anderson University Webpage: www.andersonuniversity.edu. 2. Click on Apply Online (left side of page). 3. On the next page, scroll down to the heading "Teacher Cadet Program" and click. 4. Complete the information and click save. 5. Once you have entered all of the information and saved the document, click "Submit Application". 6. You will be billed after the first business day of each month. For questions or assistance you may contact Ray Kimbrell at rkimbrell@andersonuniversity.edu.

NJROTC Program

NJROTC 1: Students may register themselves for NJROTC 1. If students choose this course, they must attend an orientation session and complete a letter of commitment. The student may drop the NJROTC course after the orientation if desired and select another course. However, once the student is scheduled in NJROTC, there will be no opportunity to change to another course. Orientation Dates are to be determined and will be announced by the NJROTC department. For questions, students may see Commander Shelton or Master Chief Bailey.

NJROTC 2, 3 and 4: Students who are interested in NJROTC 2, 3 or 4 must have completed level 1, 2 or 3 respectively, and must see Master Chief Bailey or Commander Shelton if interested. Master Chief Bailey or Commander Shelton will make the entry into the Portal if the student is approved. The student must select the course which will be listed under the Physical Education and NJROTC Course Grouping.

Fine Arts Center

Students who wish to attend the FAC must have applied online. The publicized deadline for applications was January 27.

- Students who have applied to attend the Fine Arts Center or who are currently attending the Fine Arts Center and plan to return next year **should go ahead and sign up for seven credits worth of courses as usual.** Students should complete a ***Fine Arts Center Intent Form*** available in the guidance office. This form will allow students to notify the guidance department of the elective courses they wish to drop once Mauldin High School is notified of the student's acceptance. *Fine Arts Center Intent Forms* are due to guidance no later than March 15.
- The Fine Arts Center will send names of accepted students to the guidance department. The approved courses for these students will be entered into students' course requests and electives listed on the Fine Arts Center Intent forms will be removed.

Golden Strip Career Center/Donaldson Career Center

- Students may register themselves in the PSSP for any Career Center Course. Students must register for both part A and B of the selected course. **In addition, students must complete an online Career Center application.** There is a link on the MHS homepage and will be a link in the PSSP. Students without internet access may visit their guidance counselor for assistance. Online applications must be completed by March 15.
- Remember students must sign up for Part A and B of the same course as indicated on the Online Registration Course Groupings handout.
- English at the Career Center
 - If students are behind in English they may wish to double up by taking semester block courses at the career center. The combinations of English 3/4 are available. English 1 and 2 are not offered at the career center.
 - If a student wishes to double up in English the student should see his or her guidance counselor. The counselor will enter the English requests along with Local Career Awareness and Law Education in which the student will take along with the English classes at the career center.

Signing Up for Alternatives

In the PSSP, students are required to sign-up for three credits worth of alternatives. If the alternative requires a teacher recommendation, the student should pick-up an “Alternative Request Requiring a Teacher Recommendation” form available in guidance. A teacher signature is required. Once the form is returned to the appropriate counselor, the alternative recommendation will be entered into the student’s requests. Select alternatives wisely. If your schedule results in a conflict where you are unable to get all of the electives you requested, then the computer automatically selects an alternative. If you do not select an alternative, one will be selected for you with no chance to change.

Early Dismissals for Juniors

A junior will be granted a permanent early dismissal for up to three periods in the afternoon **only** for the purpose of attending a for-credit college class (Early College – Greenville Technical College). See your guidance counselor for more information.

Early College – Greenville Technical College

Rising juniors and seniors, who meet the Early College/University Transfer criteria, can take courses that **in some cases** award both college credit and high school credit. **Students in Greenville County Schools may only earn elective credit for district approved Early College classes. Early College courses can not be substituted for required high school core courses. Students should consult their counselor for a list of approved courses if dual credit is desired.** If interested, see your guidance counselor.

Early Dismissal for Seniors

A permanent early dismissal will be granted to seniors who meet the following criteria:

- Student is classified as a senior
- Student has passed all parts of HSAP
- Student is enrolled in the courses needed to complete the requirements for the SC High School Diploma
- Student is scheduled for a minimum of four classes
- Student’s parent/guardian petitions the school in writing for the student’s permanent early dismissal by completing the **Early Dismissal Request Form** available in guidance.

PSSP and Senior Early Dismissals

Rising seniors who presently qualify must submit to guidance the **Early Dismissal Request Form** by **March 15**. Seniors who submit the request form are required to sign up for a minimum of 4 classes in the PSSP and receive an early dismissal for 3 periods. Seniors may sign up for 5 or 6 courses and receive an early dismissal for 2 or 1 period(s) respectively. Please note that **senior permanent early dismissals are not guaranteed for the times requested.** For example, if a student wishes to have an early dismissal for 5th through 7th period and requests a course that is only offered 5th period, the student must stay through 5th period and choose another class if they still desire to take the course that is only offered 5th period. Once the guidance department receives the completed Early Dismissal Form, the early dismissal requests will be entered for the student.

Seniors Who Do Not Presently Qualify for an Early Dismissal

Rising seniors who do not presently qualify for an early dismissal due to HSAP, may go ahead and submit to guidance the **Early Dismissal Request Form** and **attach the Early Dismissal Summer Check Form** by **March 15**. Students must sign up for seven classes. Once HSAP scores are received this summer, guidance will check to see if students passed and adjust their schedules based on the information submitted on the **Early Dismissal Summer Check Form**.

Reminders Concerning Specific Courses

In order to insure there are no misunderstandings regarding certain courses, please be advised of the following as you enroll in specific classes next year.

The following core courses are not acceptable for fulfilling college admissions requirements:

- Applied Geometry (314306CW)
- Applied Probability and Statistics (314408CW)
- (Math Strategies (319965CW) does not count as a math unit toward graduation nor does it fulfill college admissions requirements. This is an elective course.)
- Applied Biology 1 (322603CW)
- Applied Biology 2 (322706CW)

The following courses are not considered as lab sciences for fulfilling college admissions requirements:

- Physical Science CP (321106CW) – highly recommended prior to taking Chemistry
- Physical Science Hon (321103HW) – highly recommended prior to taking Chemistry
- Environmental Studies (326101CW)
- Applied Biology 1 (322603CW)
- Applied Biology 2 (322706CW)
- Students who take two years of the same course at the career center (receiving at least 6 units) may have one science requirement for graduation **waived**. The student must still complete 24 units. Students do not receive a science unit or a lab science unit.

Advanced courses are available in the following foreign language courses, but only receive CP (college prep) quality point weighting in computing GPAs. (These are not to be confused with Advanced Placement (AP) college level courses.) Students recommended for these courses are usually in honors English and are on track for honors foreign language when offered at the third level.

- Spanish 2 Advanced (365274CW)

One unit of NJROTC fulfills the Physical Education requirement for graduation. Students cannot take NJROTC 1 and Physical Education 1.

The following courses will fulfill the one unit computer science requirement for graduation:

- Keyboarding (510002CH) (1/2 unit) **and** Computer Apps (500802CH) (1/2 unit)
- Digital Desktop Publishing (617601CW) (Prerequisite Keyboarding or KP)
- Integrated (Comp)Business Applications (502001CW) (Prerequisite Keyboarding or KP)
- Intro to Engineering (605101CW)
- Principles of Engineering (605001CW)

Important Registration Dates: School Year 2012 – 2013

- **February 6 – March 1:** Pre-Registration - Students see teachers who must approve/recommend courses using “Course Groupings” handout.
- **February 6 – March 15:** Parents may complete and submit *Parent Override Forms* to the Guidance Office. **Parents must come to the guidance office to complete the form.** If a parent overrides a teacher recommendation and the student begins to experience difficulty in the class once scheduled, the student **will not be removed** to the initial teacher recommended level.
- **February 6 – March 15:** Seniors may apply for permanent Early Dismissal – forms available in guidance.
- **February 13–24:** Students may apply for Driver’s Education drawing in the guidance office. Applications are due by 4:00 PM 2/24.
- **March 1** – Students should have completed the “Pre-Registration Form” (reverse side) and save.
- **March 5 - 15: Registration Open for Students:** Counselors will take all students to computer labs to help with registration using Pre-Registration forms. Once students meet in labs they may begin entering/selecting courses. Questions regarding special circumstances (Early Dismissals, Fine Arts Center, Career Center, Parent Overrides...) will be explained in detail.
- **March 15:** Registration closes. Fine Arts Center Intent Forms Due; Career Center Applications Submitted online and Entered in the PSSP; Parent Override Forms Due; Senior Early Dismissal Forms Due; Early Dismissal Summer Check Form Due

- **Mid-April:** Students receive an official Course Request Form to verify selections or make corrections, parent signature required, and returned to 4th period teachers.

Virtual School Courses

While students will not be registering for Virtual School Courses at this time, **it should be noted that if a student registers for a virtual school course in the future, the NCAA Clearinghouse will not accept the courses.** This means that the NCAA will not accept virtual school courses to fulfill eligibility requirements. Consequently, **potential college athletes should not take virtual school courses** in order to meet NCAA eligibility requirements.