



Plainfield East

**SCHEDULING
PROCESS**

THE COURSE SCHEDULING PROCESS

#1

Teachers input recommendations.

#2

Students review selections in Home Access Center (HAC) with teachers and family.

#3

Current Freshman, Sophomores, and Juniors input selections January 18-29.

Current 8th graders input electives Feb. 1-12.

#4

Students will have the opportunity to meet with a counselor to review selections if needed. (February)

More details coming at a later date.

#5

Verifications will be sent home mid-February and can also be viewed via HAC.

If there is an error:

Please update form and return to PEHS OR parent must email counselor by the deadline of

March 1, 2021.

#6

IF NECESSARY, counselors communicate schedule conflicts to students.

If no changes are needed, no action is necessary.

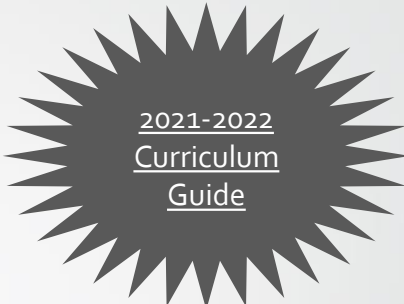
Note:
Course Change
Deadline:
March 1, 2021

TEACHER RECOMMENDATIONS



- It is strongly suggested that you follow teacher recommendations
 - Teacher recommendations are based on student performance and teacher's knowledge of future courses
- If you do not agree with a recommendation:
 - Please have a discussion with your teacher.
 - If the recommendation is not changed, but you still want to change the course, please seek out a declination form from your school counselor.
- Certain courses and lunch/studyhall will be locked

COURSE SCHEDULING TIPS...



2021-2022
Curriculum
Guide

CHOOSING CLASSES

Please keep in mind that though you may choose a class, the class may need to be changed.

Some reasons this could happen are listed below:

- Some classes have limited offerings which can cause them to conflict with another. If you do not get into your desired course, your counselor will communicate with you.
- Some classes have prerequisites
- *Reminder* You must have 6 classes in your schedule (or the equivalent of 3 credits per semester)

You have a better chance of getting the classes you want when you select your courses within your scheduling window!

COURSE SCHEDULING TIPS...

GRADUATION/COLLEGE REQUIREMENTS

- We recommend you review various entrance criteria for colleges of interest
- Electives are an effective way to begin exploring different career paths
- PSD 202 graduation requirements can be found on page 5 of the Curriculum Guide

GRADUATION	SUBJECT	COLLEGE
4 Years	English	4 Years
3 Years	Science	3 Years
3 Years	Math	3-4 Years
2 Years	Social Studies	3 Years
4 Years	PE/ Drivers Ed/ Health	N/A (will take all 4 years)
1 Year	Art/ Music/ Foreign Language/CTE	2 Years

COURSE SCHEDULING TIPS...

General Freshman Schedule

English 1

Algebra 1

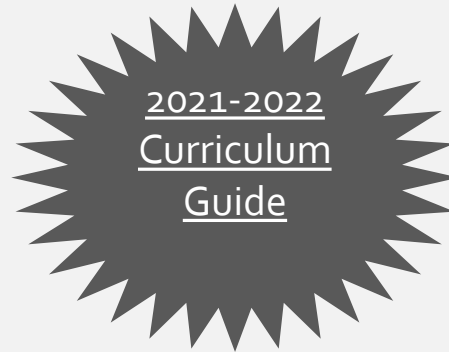
Biology

Wellness

Lunch/Study Hall

Elective *

Elective *



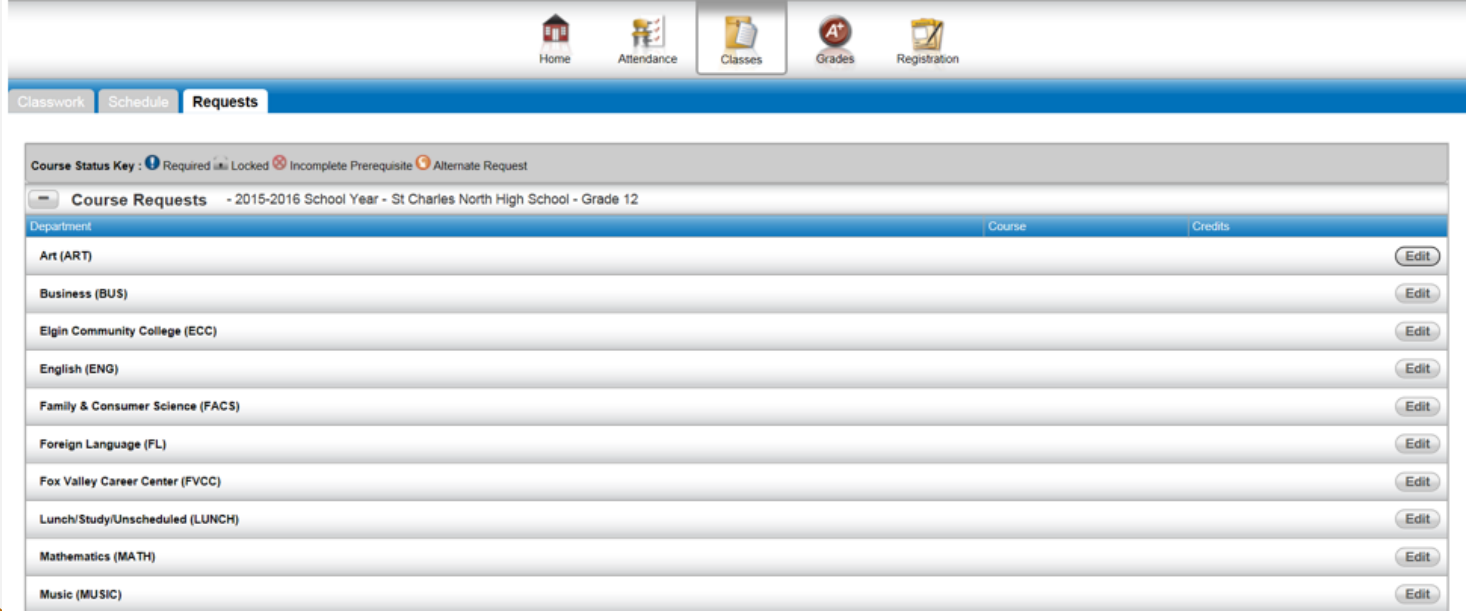
* In order to meet college entrance requirements, please consider selecting a foreign language and/or social studies course.

COURSE SCHEDULING TIPS...

- You need to enter enough course requests to have a full seven period school day.
- When choosing semester only courses, select courses in the opposite semester. Courses ending in 1 are first semester courses and courses ending in 2 are second semester courses.
- Core course teacher recommendations and Driver's Ed/Health will not be open for edit. Those changes need to go through your counselor.
- [Email your counselor if you need help.](#)

STUDENTS ENTERING COURSE REQUESTS IN HAC

- Log in to Home Access Center (**STUDENT LOGIN ONLY**)
- Click on the **CLASSES** icon at the top of the screen, then click on the **REQUESTS** tab
- To the right of each department, click the **EDIT** button to access the courses



The screenshot displays the Home Access Center (HAC) interface. At the top, there are navigation icons for Home, Attendance, Classes, Grades, and Registration. Below these is a blue navigation bar with tabs for 'Classwork', 'Schedule', and 'Requests'. The 'Requests' tab is active. Below the navigation bar, there is a 'Course Status Key' section with icons for Required, Locked, Incomplete, Prerequisite, and Alternate Request. The main content area shows a 'Course Requests' section for the 2015-2016 School Year at St Charles North High School, Grade 12. A table lists various departments, each with an 'Edit' button to its right.






Department	Course	Credits	
Art (ART)			Edit
Business (BUS)			Edit
Elgin Community College (ECC)			Edit
English (ENG)			Edit
Family & Consumer Science (FACS)			Edit
Foreign Language (FL)			Edit
Fox Valley Career Center (FVCC)			Edit
Lunch/Study/Unscheduled (LUNCH)			Edit
Mathematics (MATH)			Edit
Music (MUSIC)			Edit









STUDENTS ENTERING COURSE REQUESTS IN HAC

A pop-up will appear (as shown below) and you will check the request box for each course you would like to add, and then click **SAVE** when you are done with this subject area

Select A Course Save Cancel

Department : Art
Requested Credits : 0.5000
0.0000

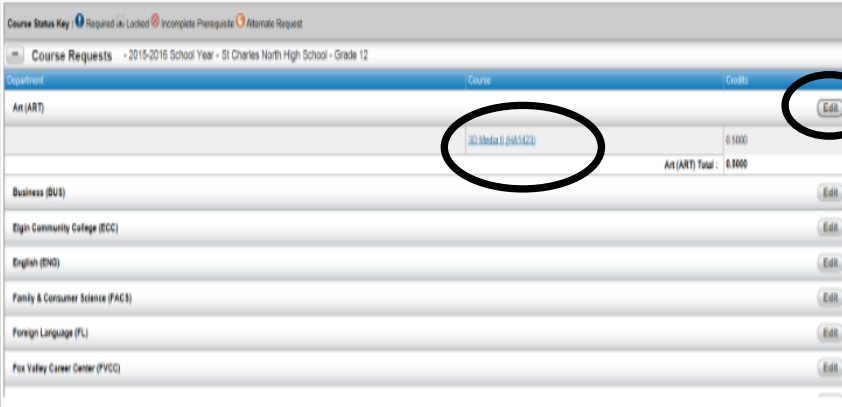
Course Status Key :  Required  Suggested  Locked  Incomplete Prerequisite  Alternate Request

Request	DESCRIPTION	COURSE	CREDIT
<input type="checkbox"/>	2D Media I	HA8123	0.5000
<input type="checkbox"/>	 2D Media II	HA8223	0.5000
<input type="checkbox"/>	 2D Media III	HA8323	0.5000
<input checked="" type="checkbox"/>	3D Media I	HA1323	0.5000
<input type="checkbox"/>	 3D Media II	HA1423	0.5000
<input type="checkbox"/>	 3D Media III	HA1523	0.5000
<input type="checkbox"/>	 Adv 3D Media Studio	HA1623	0.5000
<input type="checkbox"/>	 Adv Digital Media Studio	HA2623	0.5000
<input type="checkbox"/>	 Advanced 2D Media Studio	HA8423	0.5000
<input type="checkbox"/>	 Advanced Photo Studio	HA5423	0.5000
<input type="checkbox"/>	AP Art History Block	HA0957	1.0000

After you click **SAVE**, the courses you selected will appear below the department

STUDENTS ENTERING COURSE REQUESTS IN HAC

At any time, you can click on the EDIT button if you would like to add another course in that subject area or to remove a course that you had previously selected.



Course Status Key: Required (R), Locked (L), Incomplete Prerequisite (I), Alternate Request (A)

Course Requests - 2015-2016 School Year - St Charles North High School - Grade 12

Department	Course	Credits	EDIT
Art (ART)	Art Media II (ART/AG2)	0.5000	EDIT
		Art (ART) Total : 0.5000	
Business (BUS)			EDIT
Eight Community College (ECC)			EDIT
English (ENG)			EDIT
Family & Consumer Science (FACS)			EDIT
Foreign Language (FL)			EDIT
Fox Valley Career Center (FYCC)			EDIT

HELPFUL LINKS

The links below access course selection paperwork your student may need:

[2021-2022 Curriculum Guide](#)

[Declination Form- All grades](#)

[Drivers Education Opt Out Form - 10th grade](#) (If you are taking Driver's Ed outside of school)

[P.E. Exemption Form - 11th & 12th graders](#) (PE Exemption offered for Band & Wilco Students)

[P.E. Leadership Application- 11th & 12th graders](#)

[Wilco Application- 11th & 12th graders](#)

[Wilco Website - 11th & 12th graders](#) (CNA and Cosmetology paperwork under "Programs" tab)

[Late Start/ Early Release Form - 12th grade](#)

[Work Internship Application - 12th grade](#)

[Early Graduation Application-12th grade](#)



OPTIONAL STUDENT & COUNSELOR SCHEDULING MEETING

- There will be an OPTIONAL opportunity via Zoom to ask a counselor questions regarding your 2021-2022 course schedule.
- Counselor virtual Zoom meeting links will be shared **at a later date.**
- Note: Please be patient while waiting in the Zoom waiting room. You will be admitted to the Zoom once the previous student is finished.

OPTIONAL STUDENT & COUNSELOR SCHEDULING MEETING

This meeting IS:

- A brief, focused meeting
 - Time for the counselor and student to review course selections, credits and academic standing
 - Come with your list of questions!



This meeting is NOT:

- Time to *start thinking* about selections
 - Selections should be thoughtfully considered and inputted into HAC PRIOR to meeting with your counselor.



THANK YOU!

Contact your counselor with questions:

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