



**CAB  
CALLOWAY  
SCHOOL  
of the ARTS**

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Dear CCSA Freshman, Sophomores, Juniors, and Parents:

The course selection window for the 2017-2018 school year opens on **March 13<sup>th</sup> and runs through March 24<sup>th</sup>**. Mrs. Jones and I plan to meet with students during their social studies class to assist with the course selection process. The schedule can be found below. The CCSA 2017-2018 Course Selection Booklet and the High School Activity Period descriptions are available to view by clicking [HERE](#).

**To enter your Activity Period requests for next year, click [HERE](#) or go to:** (the link is case sensitive) <https://goo.gl/forms/4xDVOqTxB5G6vK3U2> **The deadline is March 24<sup>th</sup>!**

Because we operate on an 8-period modified block schedule, you have the opportunity to fill your schedule with many exciting and challenging courses. However, you cannot enroll in several of our course offerings without teacher approval! Over the last few weeks, you've had conversations with your teachers in regards to which classes would be the best fit for you, and from these conversations, the teachers entered their recommendations.

**Starting on Monday, March 13<sup>th</sup>, you can view your course recommendations by following these steps:**

- Log into your HAC account using your **STUDENT log-in** information – parent login information will not work. Your course recommendations/requests can **only** be viewed by logging in with your student credentials. If a student doesn't remember their login information, it will be provided to them during their scheduled course selection session, OR, they can utilize the “forgot username” / “forgot password” links on the HAC homepage to retrieve their login information.
- Once you're logged in, at the top of the page, click on “Classes”
- Next, click on “Requests,” also found at the top of the page
- You will now be able to view the courses your teachers recommended for you; **HOWEVER, PLEASE DO NOT make changes to the courses recommended for you until you have met with your counselor during your social studies class's scheduled date/time in the computer lab! PLEASE! ☺**

### **Important Policies in Regards to Online Course Selection**

- Please **DO NOT** make changes or additions to your recommendations/requests until you meet with your counselor in the computer lab on your designated date and time. **Feel free to review, but do not add or edit.**
- **Two courses recommended for you in the same subject:** If a teacher recommends two classes for you, for example: English 12 Honors and AP Literature, the teacher is giving you a choice – delete the course you do not want to take. Teacher approval is **NOT** required!
- **You login into HAC and you don't see a course you want listed:** If a teacher recommends you for an Honors or CP level course, but you want to take a higher level, or, you want to advance to the next level in a class (ex. Spanish 2 to Spanish 3), but the course is not listed. Please do **NOT** delete the course recommended and add in a course that was not recommended for you. **This does NOT mean you cannot advance onto the next level or take the higher level course. So, what do you do??**

**You must complete a “Course Level Change Form”** (the form will be provided when we meet and also can be found on the CAB website). Once you obtain the appropriate approvals/signatures, return the Course Level Change form to your counselor and **the counselor will process the change** for you. **It is imperative your**

**counselor processes all course level changes!** If you change a course without following procedure, your counselor will change it back to the class your teacher originally recommended for you due to not following proper protocol.

- **AP Courses/Contract:** If you sign-up for an AP course, you **MUST** also complete and return an AP Contract. Please review the contract with your parents, and obtain the necessary signatures. The **2<sup>nd</sup> page** of the AP Contract must be returned to your counselor **on or before March 24<sup>th</sup>**.
- **World Language** (students **MUST** earn two credits in the same world language to meet graduation requirements.
  - If you are currently in Level 1, and you see Level 1 recommended for you again, this means your teacher doesn't think you're ready to move onto the next level (students must earn a "C" average in order to advance to the next level of a world language).
  - If you're in Level 2 and you see Level 2 recommended again, this means your teacher thinks you may not earn the credit this year. If you end up passing, your counselor will know and will edit your course requests accordingly.
  - If you're currently in Level 2 or Level 3 and do not see Level 3, Level 4, or AP recommended for you, this means your teacher does not think you're ready to advance; in order to have the next level added onto your schedule, you must utilize the **Course Level Change form**.
- **CHARTER CLASSES:** If you're interested in taking a class at **CSW** please do the following:
  - To view CSW's online course catalog go to [www.charterschool.org](http://www.charterschool.org), you'll find it under Academics, or click [HERE](#)
  - Next, Go to <http://goo.gl/forms/i2G2LVI7G7> and enter your CSW requests via the Google Form.

Please keep in mind, there is **NO GUARANTEE** you will be admitted into the course! CSW's priority is to schedule their students first, just as my priority is to schedule you into our classes before allowing CSW students to enroll! Be sure to enter a CAB course alternate for each CSW course you enter on the Google form.

### **ART ELECTIVES**

Have you always wanted to take a class outside of your major or double major? Please see the separate attachment for more information!! This information was also posted in Schoology and sent out to parents via email a few weeks ago.

Please feel free to contact us if you have any questions or concerns.

Parents of junior should contact Mrs. Rigby at [Kimberly.Rigby@redclay.k12.de.us](mailto:Kimberly.Rigby@redclay.k12.de.us)

Parents of freshmen and sophomores should contact Mrs. Jones [Angela.Jones@redclay.k12.de.us](mailto:Angela.Jones@redclay.k12.de.us).

Sincerely,

*Kimberly Rigby*

Department Chair of Counseling

*Angela Jones*

High School Counselor

### **Course Selection Schedule**

<b><u>DATE</u></b>	<b><u>Grade</u></b>	<b><u>Teacher</u></b>	<b><u>Period</u></b>	<b><u>Location</u></b>
Monday, March 13th	11	Sullivan	8	Lab 228
	9	Clarke	5 & 6	Lab 228
Tuesday, March 14th	11	Sullivan	1, 3, & 4	Lab 228
Wednesday, March 15th	10	Winnington	5, 6, 8	Lab 228
Thursday, March 16th	10	Winnington	3 & 4	Lab 228
	11	Bedell	1	Lab 228
Friday, March 17th	9	Clarke	8	Lab 228
Monday, March 20th	9	Clarke	1 & 3	Lab 228
3/21/2017 - 03/24/2014	Make-Up	Sessions	Activity Period	Lab 228