

Choice of Studies – Jan/Feb Directions

- When: Wednesday, January 31, 2018 – Wednesday, February 21, 2018 at 12:00 noon
- Where: In front of any computer – at Northfield or home
- Who: 9th – 11th Grade Students and Parents
- Why: To select your desired classes for the 2018-2019 school year

This year all Northfield High School students will do their choice of studies online through Student Portal – Infinite Campus. During the 3 week window, students/parents may log onto Infinite Campus and select their classes for the 2018-2019 school year. Students/parents may amend class choices as many times as desired during the online window.

We ask that you be ***very thoughtful*** in selecting your courses. Pick the classes YOU want for next year – not your friends. ***We build our master schedule according to what students select in Jan/Feb.*** If class changes are done in May, it will throw off our master schedule and balance of class loads.

For example, we may have a class of 25 students at the beginning of May. If 10 students decide to drop it for another class, that class goes down to 15 while the class they move into already had 30 students in it with 40 wanting to be in it. There's a good chance we will not allow you to switch classes in May because of this very scenario.

So – PLEASE be thoughtful in your class choices. Come May – you may not be able to switch into another class because it's full and it's not the class you wanted during the Choice window. ***Please be 100% sure that these are the classes you want next year.***

These are choices available as of January 1, 2018. These classes will only be placed on the master schedule if enough students enroll. In addition, if classes fill, you may be asked to select another choice – these are called alternates. Classes listed on this sheet are not a certainty. In addition, the final course offerings for the 2018-2019 school year are projected based on our current 2017-2018 staffing and budget. Changes based on the actual 2018-2019 school budget could impact final course offerings.

Please be aware that some “singletons” (classes which only happen once or twice a day) might conflict with each other. For example, you may want to take two classes but they are offered the same period. Students must be flexible when building their schedule. We will do our best to build a master schedule with the least amount of conflicts possible.

The master schedule is not built. Choice of Studies is step one. *We do not know what period any academic/elective class will take place.* After choice of studies is complete and we see the sections needed for each course, we will begin the process of building the master schedule.

All Northfield students must log in online, through student portal, between January 31, 2018 and February 21, 2018 at 12 noon. Directions for how to enter class choices were demonstrated to the students at the January 31, 2018 grade level meetings. Students and parents will input class choices. Choices may be amended as many times as desired from Jan 31 – Feb 21 at noon.

You are ready to begin selecting your classes

- 1) Please review the choice of studies sheet. Select the classes you want to take.
- 2) Log onto Infinite Campus Student Portal
ALL STUDENT USER NAMES AND PASSWORDS were amended on Tuesday, January 30th to ensure that every student could get into the portal. Parent accounts were not touched.
Student user name – six digit DPS ID number
Student password – 8 digit birthday *John Smith born on August 6, 1999 would be 08061999*
- 3) Once you are on your account homepage, click on attendance/behavior. This will take you to a new screen.
- 4) Click on the sideways red words which say “Click here to view attendance detail in Infinite Campus”
You should now be to IC's version of Student Portal
- 5) You will see the following in bold print on the left hand side: “Registration 2018-2019/Northfield High School”
- 6) You will see three blue buttons:
 - a) Required Courses – you will NOT use this
 - b) Registered Courses – you will add up to 16 classes (8 per semester) under this button
 - c) Alternate Courses – you may use this to add additional classes in case you don't get what you wanted in your 1st choice
- 7) Now you are ready to add courses
 - 1) Go to the top of the screen. You will see a button labeled “Course Search”. Click on that button
You will see two blank windows open:

- a) course name – you *WON'T* use this one
- b) course number – *you WILL use this one*
- 2) Type in the 5 digit course number under “course number” and hit “go”
- 3) The number and course name will appear on top. Click the course name.
- 4) You will now see 2 buttons: “Request this Course” or “Request as Alternate”. You want to hit the button on the left to REQUEST this course
- 5) You will now see that class appear under the “registered courses” button
- 6) You now need to select between 12 and 16 classes – 6-8 classes for each semester
 - a) ***Example: if you select 01372 English 1 S1, make sure to pick the second semester match: 01373 English 1 S2***
- 7) You may only select courses on YOUR sheet. For example, freshmen may only select freshmen choice of studies sheet, etc.
- 8) There is no “submit” button. Once you’ve entered your choices, the system has them.

We will have an 8 period day. You will be selecting between 6 - 8 academic/elective classes.

Finishing your class choices online

Use the student box sheet for your planning. Each box equals a semester. Once all the boxes are filled, you have enough credits to graduate.

Delete

You’ve changed your mind and want to delete a course. No problem. Click on the course name under the registered courses or alternate courses tab. Hit “Drop This Request”. Make sure to drop both semesters.

Periods off?

- 9th and 10th graders may have one period off a day.
- 11th and 12th graders may have up to two periods off a day.

This will not get you behind in credits assuming you are taking and passing all required DPS course work. There is plenty of flexibility in an 8 period day to allow a period to study. There are no study halls – therefore – if you take an off period, you are on your own to study. Online classes do not count in the classes you take here at Northfield.

AP Classes?

May 2019 AP tests cost \$105 a piece. AP textbooks must also be purchased. *Reminder: AP classes have summer assignments that must be completed before school starts.*

Audition/Selection Course

You plan on being on the yearbook staff, theatre production, Bella Voce, AP Studio Art or Chamber Strings. What do you do? Go ahead and add that class. Depending on the results of your selection/audition into the class, the counselors will add/delete it from your schedule.

May 9, 2018

All students will receive a hard copy of their 2018/2019 class schedule. All changes must be complete by May 25, 2018 at noon. No classes (for 1st or 2nd semester) may be added/changed during the 18/19 school year.

Withdrawing from/Dropping Classes

Students may only DROP classes in the fall during the first 6 weeks without penalty on the transcript. After this window, if a class is dropped, it will register as a W/F on the transcript. ***Students may not add a class in the fall or the spring – this includes a student assist.***

Honors vs Non Honors

Honors vs non-honors classes: Many classes offer both an honors option as well as a regular option. For purposes of scheduling, we are placing our entire student body in one section – the non-honors section. Students and parents will have until the 2nd Friday of the fall semester and the 2nd Friday of the spring semester to make a choice of whether to take the class as a regular class (based on a 4.0 scale) or as an honors class (based on a 5.2 scale). This will not affect their schedule, as all modifications to content and work load will be made within the class.

NCAA

If you are planning to play college sports, please make sure you are aware of NCAA course requirements and talk to your counselor about them. Please go to <http://www.ncaa.org/student-athletes/future/core-courses>

Student Assistant

Want to be a student assistant for a teacher? Since the master schedule isn't built yet, you don't know when you will have an open period. In May (when you can make changes) you can add the assistantship. **No assistantships will be added in the fall of 2018 or spring of 2019.**

Online Registration Only - no paper copies

All current 9th – 11th graders are required to do their Choice of Studies online. No paper copies will be accepted. If you do not have access to a computer at home, you are welcome to use the computers in the Junior Study Center.

PE Waiver

Students applying for a PE waiver can earn 1 unit (10 elective credits) by:

- 1) completing a full season of a CHSAA sanctioned sport
- 2) in good standing in that sport
- 3) attend 85% of practices/games/matches in that sport
- 4) demonstrate sportsmanship, teamwork and cooperation in that sport
- 5) exhibit safe performance of physical activities.

Northfield Registration Guide

Available on the Northfield website.

Parent Questions??

We know that you may have questions about math level, meeting graduation requirements, etc. This is why the window is open for three weeks. If you have questions, please email your counselor. They will look up your child's transcript and email you back.

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