



1/27 - COUNSELING SCHEDULING LESSONS IN TAP HOLD (WHEN NOT IN THE AUDITORIUM- LOOK AT COURSE GUIDE, COURSE OFFERINGS SHEET, TRANSCRIPTS, UPDATE YOUR ICAPS AND PREPARE FOR STUDENT LED CONFERENCES)

1/27-2/12-IN CORE CLASSES ENTER RECOMMENDED COURSES IN SIS

2/2- SHOW DEPT VIDEOS/SLIDESHOWS, BEGIN SETTING UP CONFERENCE TIMES

2/6-SCHEDULING TASTING IN THE GYMS/CONTINUE REGISTRATION & CONFERENCE PREPARATIONS



2/10-TAP FULL HOLD- TAP TEACHER WILL HAVE A MINI CONFERENCE WITH YOU TO VERIFY IN SIST YOU HAVE A FULL COURSE SCHEDULE IN YOUR REQUESTS. PREPARE STUDENT LED CONFERENCE FOLDERS. YOU WILL BE LOCKED OUT OF SIS REGISTRATION ON 2/12.

2/14-YOU WILL RECEIVE A PRINTED OUT SCHEDULE ON LETTER TEMPLATE/COLORED PAPER IN YOUR TAP CLASS.

<u>2/14-2/16-</u> TEACHERS SIGN OFF ON STUDENT COURSE REQUESTS IN CLASSES (NOT DURING TAP UNLESS YOU DO NOT CURRENTLY HAVE A COURSE IN THE DEPARTMENT REQUIRING A SIGNATURE). STUDENTS NEED TO HAVE PARENT/GUARDIAN SIGNATURE

<u>2/21-2/22</u>- STUDENT LED CONFERENCES. STUDENTS WHO TURN IN FORMS ON THIS DATE GET PREFERENTIAL TREATMENT FOR HIGH DEMAND COURSES.

<u>2/24</u>- YOU WILL RETURN SCHEDULE FORMS TO YOUR TAP TEACHERS IF YOU DID NOT TURN IN FORMS AT CONFERENCES

CARGER & COURSE PLANNING GUIDE





Career and Course Planning Guide



PLEASE REVIEW THE PLANNING GUIDE CAREFULLY. COUNSELORS AND TEACHERS CAN PROVIDE YOU WITH INSTRUCTIONS AND **GUIDANCE BUT ULTIMATELY IT IS** THE RESPONSIBILITY OF YOU (THE STUDENT) AND YOUR PARENT(S)/GUARDIAN(S) TO **PLAN WHICH COURSES BEST FIT YOUR NEEDS IN RELATION TO YOUR ABILITY AND FUTURE** GOALS.

Graduation Requirements - 25 Units of Credit Required for C	araduation				
Diploma Requirements	Units				
English Language Arts	4				
Fine Arts	1 1/2 3 1/2				
Health					
Mathematics					
Personal Finance					
Physical Education	1				
Practical Arts	1				
Science	3				
Social Studies	3				
Total Required Units	17				
Electives (chosen from any area)	8				
Total Graduation Units	25				

PAY ATTENTION TO DEPARTMENT SEQUENCE



Mathematics

The Math Department of the Mehlville School District realizes that each student learns in his or her own, unique way. Therefore, a crossover curriculum has been established that allows a student to move from one level to another. Placement based on the student's educational needs will be determined after consultation and consensus by interested parties (the student, parents, teacher, and counselor).

9th Grade	10th Grade	11th Grade	12th Grade
Honors Geometry (Y)	Honors Algebra II (Y)	College Algebra (Y) Pre-Calculus (Y) Advanced Placement Statistics (Y) Advanced Placement Calculus (Y) Advanced Placement Statistics (Y)	
Geometry (Y) Geometry in Construction: Geometry (Y)	Algebra II (Y) Honors Algebra II	College Algebra (Y) Pre-Calculus (Y)	Probability and Statistics (Y) Advanced Placement Statistics (Y) Advanced Placement Calculus (Y)
Algebra I (Y) Algebra IA/Algebra IB (Y) AMPED Algebra I (Y)	Geometry(Y) Geometry in Construction: Geometry (Y) Honors Geometry (Y)	Algebra II (Y) Honors Algebra II (Y)	College Algebra (Y) Probability and Statistics (Y) Pre-Calculus (Y) Advanced Placement Statistics College Prep Mathematics (Y)
Pre-Algebra (Y)	Algebra IA/Algebra IB (Y) Algebra I (Y) AMPED Algebra I (Y)	Geometry (Y) Geometry in Construction: Geometry (Y)	Algebra II (Y) Geometry (Y) Geometry in Construction: Geometry (Y)

S = Semester, Y = Year



 DO NOT OVERWHELM YOURSELF BY SIGNING UP FOR TOO MANY HONORS, AP, AND/OR DUAL CREDIT COURSES. PRIORITIZE THESE COURSES ACCORDING TO YOUR CAREER PATH. (SEE LIST OF ALL AP/DUAL COURSES IN THE PLANNING GUIDE.)

TIPS FOR COURSE SELECTION

- DO NOT <u>UNDER</u> CHALLENGE YOURSELF. TAKE
 COURSES THAT WILL HELP YOU INCREASE YOUR
 INTELLECT AND PREPARE YOU FOR LIFE AFTER
 HIGH SCHOOL.
- Remember that colleges, the military, and employers not only look at your GPA—BUT ALSO AT THE COURSES YOU HAVE TAKEN.

- TALK WITH YOUR TEACHERS ABOUT COURSES THEY RECOMMEND FOR YOU IN THEIR DEPARTMENTS
 - SSD STUDENTS MUST ALSO COMMUNICATE
 WITH THEIR CASE MANAGERS.
- LOOK AT YOUR TRANSCRIPT TO MAKE SURE YOU ARE TAKING THE COURSES YOU NEED FOR GRADUATION.

 LOOK TO SEE WHAT COURSES YOU HAVE PASSED, NOT PASSED, OR DIDN'T RECEIVE CREDIT IN (NC).
 - USE THE MHS CREDIT CHECK WORKSHEET TO MAKE SURE YOU ARE ON TRACK FOR GRADUATION.
- USE YOUR YOUSCIENCE RESULTS AND MISSOURI CONNECTIONS ACCOUNT WHERE YOU COMPLETE YOUR ICAP TO CHECK INTO SUGGESTED COURSES IN YOUR CAREER PATH.



- IF YOU TOOK THE PSAT, BE SURE TO UTILIZE THE RESOURCES ON THE COLLEGE BOARD WEBSITE TO LEARN MORE ABOUT YOUR AP POTENTIAL AND RECOMMENDED COURSES.
- Research the colleges, apprenticeships, &
 military branches you are interested in to see
 what their entrance requirements are and
 make sure you are taking the courses they
 require.
- IF YOU ARE PLANNING TO PLAY A SPORT IN COLLEGE
 YOU SHOULD ALSO CHECK THE NCAA ELIGIBILITY
 CENTER REGARDING COURSES THEY REQUIRE.

Resources For Course Selection



1. GO TO YOUR CLASS LINK BACKPACK



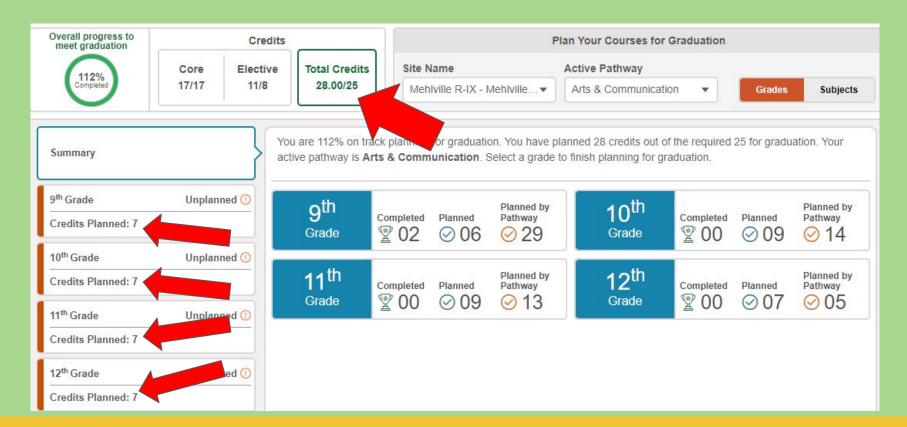
2. FIND AND CLICK THE MO CONNECTIONS ICON



3. CLICK LOG IN WITH GOOGLE

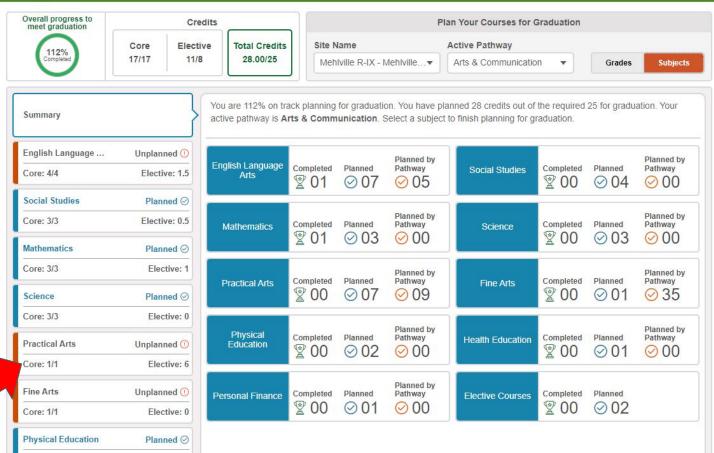


ICAP by Grade (make sure the total credits is at least 25 with 7 per grade level planned)



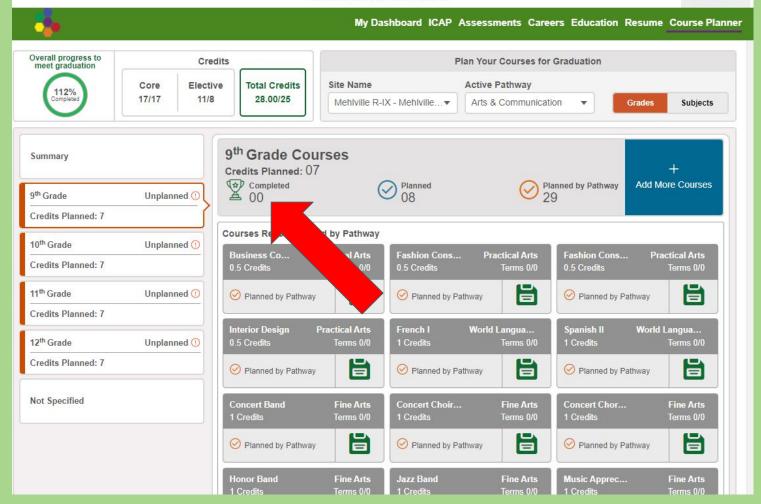
My Dashboard ICAP Assessments Careers Education Resume Course Planner

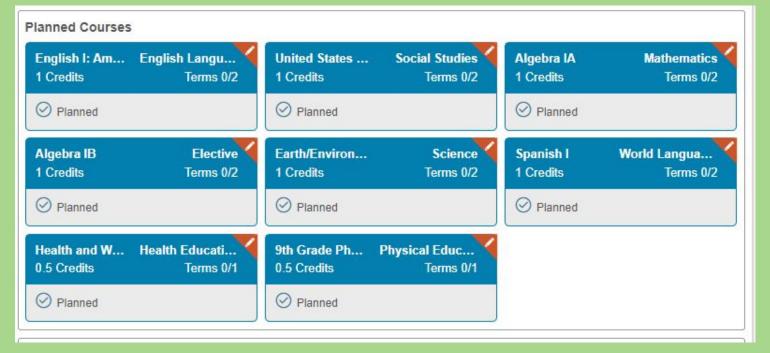
ICAP by Subjects Make sure they have the required credits planned



MissouriConnections







Click on the Edit - Orange corner to update courses to passed/failed





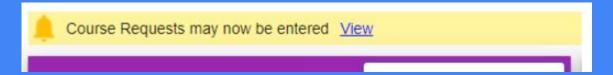
SIS STUDENT COURSE SELECTIONS



Step 1: Log into your SIS Student Portal



Step 2: In the middle of your home screen you will see a yellow bar which says "Course Requests may now entered - View" so click on "View"



Step 3: Verify you are in the 2023-24 Course Requests by looking at the green highlighted year in the upper right corner of your screen

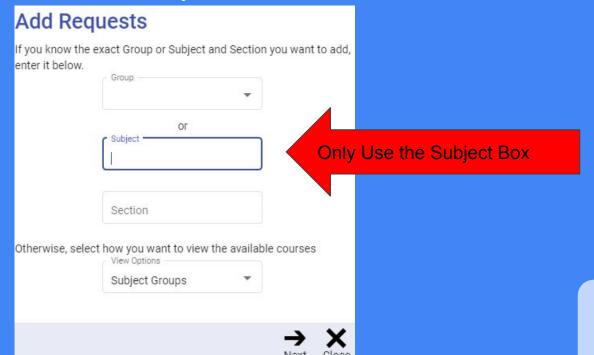
Course Requests
Academic Year - 2023-2024

Step 4: On the bottom right of the Course Requests page, select the + symbol over "Add Requests"



Step 5: Click on the "Subject" Box to enter the course number you are wanting to add from your <u>Course Offerings Sheet</u>. Don't forget the H at the beginning of each course.

Leave the "Group" box at the top and the "Section" and "View Options" boxes blank - your schedule will be incorrect if you use any box other than the "Subject" box.



Step 6: Enter the number of the course you want to add in the "Subject" box. Then click the arrow above the word "Next"





Step 7: Verify you typed the correct number by checking the course title on your course screen.

Requested Tern	n	Assigned Term	Meets	SubjectCode	Section	Department	Course
Sem-Any	*			H0200		CA	PUBLIC SPEAKING
		A		114400		00	WARI BUILDING

Step 8: If this is correct click the checkmark in the bottom righthand corner to "Save" that course and then click the + symbol above "Add Requests" to add more courses.



Step 9: Click the "Save" checkmark icon each time you add a course to verify you have saved.

You will get this message:

Data successfully saved

Add Requests Save

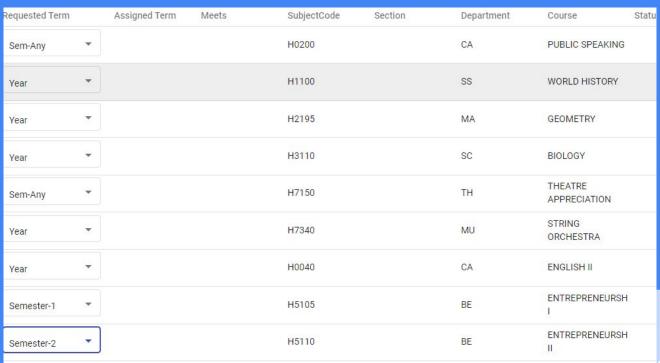
Step 10: Check that the Requested Term is marked correctly for Year, Semester Any, Semester 1 or Semester 2.

For semester courses leave "Sem-Any" for all courses in order to get the best schedule possible - except for the following two exceptions:

- *If you are picking two courses and one is the prerequisite for the other make sure you mark "Sem 1" and "Sem 2" like the sample below.
- *If you are selecting two PE courses, you must mark one as Sem 1 & one as Sem 2 because you are not allowed to take two PE courses in the same semester.

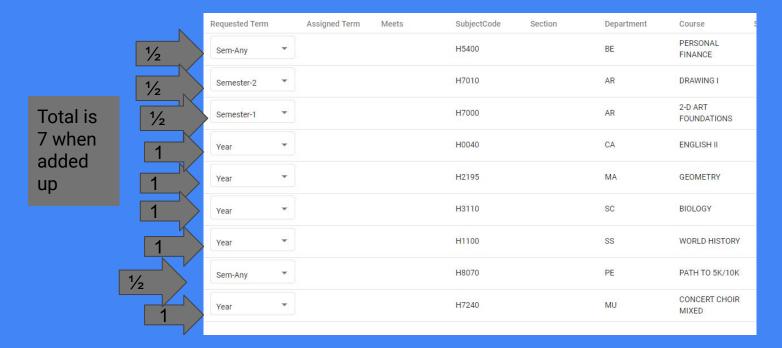
More	Requested Term	Assigned Term	Meets	SubjectCode	Section	Department	Course
^	Sem-Any	eave Sem Any		H5400		BE	PERSONAL FINANCE
^	340.000 (100.000)	2D must be take Drawing I so ma		7010		AR	DRAWING I
^	Semester-1			H7000		AR	2-D ART FOUNDATIONS

Step 11: Continue entering your courses by repeating steps #6 - #10 until you have all of your requests entered.

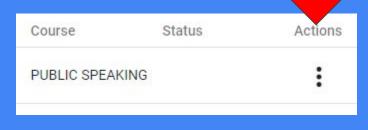


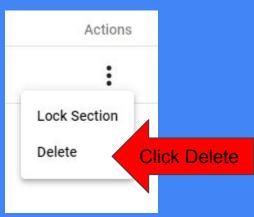
Step 12: Continue adding courses until you have a full list of 7 blocks:

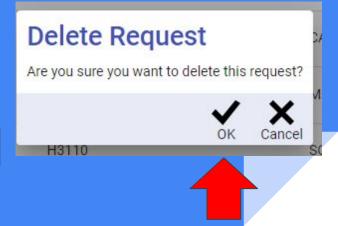
1 yearlong course = 1 block 2 semester courses = 1 block



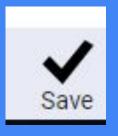
Troubleshooting: If you add a class to your list and then need to delete it, click on the dots under "Actions" and then click "Delete". Then click "OK" when asked if you are sure. (DO NOT use the Lock Section option. This will cause major problems in your schedule.)

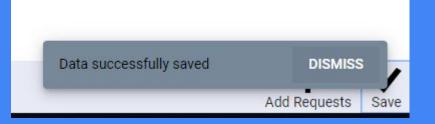






Step 13: Click "Save" one more time to ensure your requests have been saved.





Things to Remember



DO NOT TAKE CLASSES TWICE!!! LET US KNOW -- MOST CLASSES WILL NOT GRANT CREDIT AGAIN! EXCEPTIONS: BAND, STRINGS, CHOIR & PE COURSES



MAKE SURE YOUR PRIMARY CLASSES ADD UP TO 7 CREDITS! YOU WILL NOT PUT IN TAP, YOUR TAP CLASS WILL AUTOMATICALLY BE PUT IN AFTER SCHEDULES ARE COMPLETE.



IF YOU FAILED ANY CORE/REQUIRED CLASSES, YOU need to sign up for SUMMER SCHOOL FOR CREDIT RECOVERY. TALK WITH YOUR CORE TEACHERS ABOUT WHAT THEY WOULD RECOMMEND FOR YOU. IF YOU DON'T TAKE IT IN **SUMMER SCHOOL YOU WILL need to make it up next YEAR. CONTACT YOUR COUNSELOR FOR ADDITIONAL HELP IF NEEDED.**

SOUTH TECH OR STLCAPS COURSES

ONCE ACCEPTED TO SOUTH TECH OR STLCAPS, YOUR COUNSELOR WILL SEND YOU TWO CODES FOR YOUR COURSES. ONE THAT WILL BE FOR A DAYS AND ONE FOR B DAYS. YOUR COUNSELORS WILL LOCK YOU INTO YOUR AM/PM SLOTS ASSIGNED BY SOUTH TECH AND STLCAPS.

EXAMPLES OF COURSEREQUEST FORMS

Course Request Form 2023-24 for Rising 11th Graders

Vous bassa antend	the courses below in SIS for the 2023-24 school year. Our goal is for all students to receive their ideal
	r, due to scheduling conflicts this may not be possible. If you are unable to have your first choices, your
	er to your listed alternates in order of preference below. Failure to list alternates will result in placement of
	are available. Please review this form with your parents/guardians & then sign in the designated areas. Your
	also sign next to your core classes indicating approval. Return this completed form to your TAP Teacher
	nferences on February 21 or 22 to get preferential spots in high demand courses. Final deadline to
	is in TAP on February 24, 2023.
Sincerely,	
The MHS Counse	eling Department
Alternate Class Title	es & Course Numbers:
1.	2.
	1
3	4
Career Goal and/or	Potential College Major
Signing below inc	licates both the student and parent/guardian have reviewed the student's Individual Career & Academic Plan
	licates both the student and parent/guardian have reviewed the student's Individual Career & Academic Plan also indicates agreement with teacher recommendations and certifies the student meets the prerequisites listed
(ICAP). Signing a	also indicates agreement with teacher recommendations and certifies the student meets the prerequisites listed
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(ICAP). Signing a each course in the Student Signatur Parent/Guardian Teachers will sign recommended con the bottom of the and the semesters TAP Teacher Sig	lso indicates agreement with teacher recommendations and certifies the student meets the prerequisites listed of Career & Course Planning Guide. Signature: Signature: In meet to courses they recommend. If teachers disagree, they will line through the listed course, write the urse number, and then sign. If a student has an IEP, the student will also need to have the case manager sign at form verifying the courses meet the IEP expectations. TAP teachers will sign to confirm the courses fill 7 block have been checked. TAP Teachers will also confirm Student Led Conference participation.
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Course Request Form 2023-24 for Rising 11th Graders

Dear Control

You have entered the courses below in SIS for the 2023-24 school year. Our goal is for all students to receive their ideal schedule; however, due to scheduling conflicts this may not be possible. If you are unable to have your first choices, your counselor will refer to your listed alternates in order of preference below. Failure to list alternates will result in placement of whatever courses are available. Please review this form with your parents/guardians & then sign in the designated areas. Your core teachers will also sign next to your core classes indicating approval. Return this completed form to your TAP Teacher at Student Led Conferences on February 21 or 22 to get preferential spots in high demand courses. Final deadline to return the form is in TAP on February 24, 2023.

Sincerely,

The MHS Counseling Department

Alternate Class Titles & Course Numbers:

1. H 1320 Datro to Prychology 2. H 8040 Personal Fitness

3. HTILS Digital Art 4. HSTEMOI Into to Englicening

Career Goal and/or Potential College Major Business or Engineering

Signing below indicates both the student and parent/guardian have reviewed the student's Individual Career & Academic Plan (ICAP). Signing also indicates agreement with acader recommendations and certifies the student meets the prerequisites listed for each course in the Career & Course Planning Guide.

Student Signature: Student Synodry.

Parent/Guardian Signature: Pure Sinahu

Teachers will sign next to courses they recommend. If teachers disagree, they will line through the listed course, write the recommended course number, and then sign. If a student has an IEP, the student will also need to have the case manager sign at the bottom of the form verifying the courses meet the IEP expectations. TAP teachers will sign to confirm the courses fill 7 blocks and the semesters have been checked. TAP Teachers will also confirm Student Led Conference participation.

TAP Teacher Signature: Jap Jacker Date signed: 2/21/23
Student Led Conference (Circle One Year) No

English Jum B0070-Y ENGLISH III AMERICAN GOVERNMENT SOC A dis back H1920-SOM-ANY INTRO-ESYCHOLOGY too many classes for in alternates H1340-Sem-Any SOCIOLOGY H2295-Y ALGEBRA II - man Juche CHEMISTRY - Since Irones H3060-Y H4227-Y ROBOTICS H5325-Y MARKETING I H5400-Sem-Any PERSONAL FINANCE H7115-Sem-Any DIGITAL ART I HOUSE-SALE-ANY PERSONAL FITHESS FOR LIFE for many classes - put as alkemate

Teacher Approval Required:

Core Classes
AP/Dual Credit
Bands/Choirs/Strings (after auditions)
Project Lead the Way (PLTW)
SSD Courses
Electives if signature is required

Applications & Teacher Approval Required:

Athletic Conditioning (Coach Heinemann- get application at the Syllabus Tasting)

AP Studio Art (Ms. Vagen- get application at the Syllabus Tasting)

Broadcast Journalism/Journalism II

(Ms. Moeckel, click link for application)
Leadership (Ms. Black will email form)
Yearbook (Ms. Stout, click link for application)

Applications Only:

Employment Internship & Network
Administration

(Ms.Norrid- get application at the Syllabus Tasting)

STL-CAPS (Link for Application)

CAPS Application Deadline 2/3/23
(Medical CAPS is only for rising seniors but rising juniors can apply for all other programs)

Access Point (see Mrs. Neighbors or your alpha counselor)

South Tech (Link for application)

Early College Academy

(Applications in the Counseling Center - see Mrs. Neighbors)

MyPath Independent Study

(Applications in the Counseling Center - see Mrs. Neighbors)

MAKE SURE YOU FILL IN THE ALTERNATES SECTION WITH YOUR BACK UP CLASSES IN CASE THERE ARE CONFLICTS

	 	2	65	*	- 40
3	- 69	4.		319	
				1.4	8.0

THE MORE ACCURATELY YOU FILL OUT YOUR COURSE REQUEST SHEET, THE MORE LIKELY YOU'RE TO GET YOUR IDEAL SCHEDULE.

LOOK AT YOUR <u>TRANSCRIPT</u>. USE THE <u>CREDIT CHECK WORKSHEET</u> IN GOOGLE CLASSROOM TO MAKE SURE YOU'RE ON TRACK TO GRADUATE.

All HS 1	All HS Transcript Subjects ▼ History Credits: 6.500 GPA: 3.769 (GPoints: 24.500 /Atmpd: 6.500)											
Year	Dept	Subject	Sem	Grade	Hnr	Credit	Grad-Hours	Ltr-Val	GPoints	Atmpd	Source	School
1617	FF	H6210-SPANISH I	1	Α+		0.500	0.000	4.000	2.000	0.500	Transferred-In	Margaret Buerkle Middle School
1617	FF	H6210-SPANISH I	2	Α+		0.500	0.000	4.000	2.000	0.500	Transferred-In	Margaret Buerkle Middle School
1617	MA	H2100-ALGEBRA I	1	Α-		0.500	0.000	4.000	2.000	0.500	Transferred-In	Margaret Buerkle Middle School
1617	MA	H2100-ALGEBRA I	2	B+		0.500	0.000	3.000	1.500	0.500	Transferred-In	Margaret Buerkle Middle School
1718	CA	H0020-HONORS ENG I	1	Α-		0.500	0.000	4.000	2.000	0.500	Enrolled	Mehlville High School
1718	FA	H7175-THEATRE WKSH	1	Α+		0.500	0.000	4.000	2.000	0.500	Enrolled	Mehlville High School
1718	FF	H6220-SPANISH II	1	Α-		0.500	0.000	4.000	2.000	0.500	Enrolled	Mehlville High School
1718	MA	H2315-HONORS ALGEBRA II	1	B-		0.500	0.000	3.000	1.500	0.500	Enrolled	Mehlville High School
1718	PE	H8000-TEAM SPORTS/FIT 1 B	1	Α+		0.500	0.000	4.000	2.000	0.500	Enrolled	Mehlville High School
1718	SC	H3120-HONORS BIOLOGY	1	Α-		0.500	0.000	4.000	2.000	0.500	Enrolled	Mehlville High School
1718	SS	H1111-HONORS - U.S. HIS	1	В		0.500	0.000	3.000	1.500	0.500	Enrolled	Mehlville High School
SS17	HE	A8050-HEALTH	1	Α-		0.500	0.000	4.000	2.000	0.500	Enrolled	Mehlville High School
SS17	PE	H8020-TEAM SPORT/FIT II B	1	Α+		0.500	0.000	4.000	2.000	0.500	Enrolled	Mehlville High School

PAY ATTENTION TO WHAT YOU'VE TAKEN!!!! YOU DON'T WANT TO RETAKE THE SAME CLASS IF YOU PASSED IT. IF YOU NEED MORE CLARIFICATION REACH OUT TO YOUR COUNSELOR.



Google Classroom code: u7iubve (all scheduling tools are here)
Directions on how to complete ICAP

How to view transcript

Career & Course Planning Guide

Course Offerings Cheat Sheet

- Use your ICAP in MoConnections
- Talk with your TAP Teacher
- Visit with your counselor
- Refer to Department
 Videos
- This presentation will be in <u>Google Classroom</u>

