

## **DIRECTIONS FOR GRADECONNECT COURSE SELECTION**

1. You must use your ( student ) gradeconnect account information to access the course selection process in gradeconnect.
2. You can only submit the form one time; there is no re-do button.
3. If you want a department chair to review your tracking in a course, or you request another course in that department, make sure, however, that you select ( click on ) the course on your gradeconnect form in that department and then see the department chair to discuss your request. This will guarantee a seat in the recommended course if your request for a change is not approved.
4. Courses on your gradeconnect form that have already been checked cannot be changed; these are required courses. Adjustments can only be made with department chair approval ( see instructions above in # 3 ).
5. To discuss an adjustment in the approved courses for next year with a department chair, you **MUST** have the gradeconnect printout of your Course Selection Form with you. Department chairs will be available during the eighth period in the auditorium for Juniors on Monday & Tuesday, March 14 & 15, and for Sophomores on Wednesday & Thursday, March 16 & 17.
6. Students interested in attending tech school must register with the Guidance Office. In courses where the enrollment exceeds class size restrictions, student enrollment will be determined by the department chair using relevant academic data such as grades, cumulative rank, and year of graduation. In addition, scheduling and staffing factors may necessitate changes in course offerings and tracking.
7. Click on the courses you want and then click on the **Submit My Course Selections** tab at the bottom of the form. Print a copy, get your parent signature, and turn the form in at the Principal's Office ( room 230 ) **no later than Monday, March 21**. Failure to follow this timeline will result in possible nullification of your elective choices and placement in courses/tracks where there are available seats.