



# Important Scheduling Information for the 2011-2012 School Year

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**April 29 is the deadline for Course Changes.**  
**Please make sure you log onto HAC and verify  
course requests *before* that date.**

## Directions for Viewing Next Year's Course Requests

1. Click on the following link for Home Access Center:  
<http://btshomeaccess.spihost.com>
2. Log in with your user ID and password
3. Click on your child's name (if you have more than one child attending school in the district)
4. Click on the tab for "Schedule"
5. Scroll down to the bottom of the page (under your child's 2010-2011 Schedule)
6. 2011 - 2012 Course Requests are displayed for you and your child to review

## Information about Course Requests:

- Courses labeled "Regular" are the primary requests.
- Please see information on next page pertaining to Honors/AP course requests.
- Study Halls do NOT yet appear on the Course Requests. Any "open periods" will be filled with Study Halls during the summer.
- Courses labeled "Alternates" are indeed alternate electives, but they ARE NOT listed in order of preference (the computer puts them in order by course number). Counselors have the information for order of preference.
- Wind Ensemble and other honors-level music classes have not been entered yet. This will be adjusted over the summer.
- Option II (OffSite PE, Senior Option, APE, Independent Studies, etc.) has not yet been entered into the system, as forms are not due until June 15 (see next page)
- The only students potentially eligible for 3 day courses (PE, Music) are those with AP Sciences.

**Inaccuracies should be reported to your counselor by the April 29  
deadline. Please don't wait until it's too late to make changes!**

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## **Honors/AP Appeals/Waivers**

When upperclassmen students edited their Course Selections in homeroom on April 5, many indicated a desire to enroll in courses for which they were ineligible. Eligibility was dependent upon midyear grades (see Program of Studies pages 7-8 for details).

**At this point, any student wishing to enroll in a higher level course that does not currently appear on their Course Requests on HAC MUST complete the Honors/AP Appeal/Waiver Form.** Indicating interest on the scheduling form that was completed during homeroom was NOT sufficient to make this change, nor is a conversation with/email to a counselor.

If students grades have improved since midyear averages were run and they now qualify for a higher level course, or if students wish to pursue an appeal/waiver, they must complete the *AP/Honors Appeal/Waiver Form* by June 3. Directions for accessing the form are as follows:

### **Honors/AP Appeal/Waiver Form (Due June 3):**

Direct Link: <http://www2.bernardsboe.com/Guidance/CMFiles/Docs/Honors%20Appeal%20&%20Waiver%20Forms%202011.pdf>

-- Or: --

1. Go to the RHS Guidance Homepage
2. Click the “Forms” tab on the left

Appeal/Waiver form is the first one listed

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## **Option II Information**

### **Option II Application (Due June 15)**

Direct Link: [http://www2.bernardsboe.com/Guidance/Option\\_II.aspx](http://www2.bernardsboe.com/Guidance/Option_II.aspx)

-- Or: --

1. Go to the RHS Guidance Homepage
2. Scroll down

Click on the “Option II” tab on the left-hand side (at the bottom)