CURRENT 8TH GRADERS (RISING FRESHMEN)

ONLINE COURSE SELECTION PROCESS FOR NEXT YEAR SCHEDULING

BEFORE BEGINNING THE PROCESS, READ ALL INSTRUCTIONS CAREFULLY AND VIEW THIS VIDEO.

STEP	IMPORTANT NOTES AND DIRECTIONS	ADDITIONAL NOTES
STEP 1 **PREPARE** **Registration Window** **Feb 18 - 23**	2026-27 Program of Studies | Graduation Requirements There are minimum credit requirements for each year of enrollment and requirements by subject area. A course of study designed for college and career preparation will require students to earn more than the minimum. **Credits by Course:** Full year = 5; Semester = 2.5; Quarter = 1.25.	**Credit Minimums:** • Students in grades 9 are expected to take a full load of **40 credits.** • Grade Promotion Guidelines A "credit" is a value assigned to each class taken in high school. Credits are earned at the end of the course, if successfully completed.
STEP 2 **ACCESS GENESIS REVIEW ACADEMIC PLACEMENTS**	Log into Genesis > **Scheduling Tab > Requests** • We strongly recommend students and parents complete the selection process TOGETHER. **Review your placement decisions:** • **Academic Courses:** A placement decision will be entered for all core courses: English 9, World Studies, Physics, and math. • **World Language:** A placement decision for a language is only listed for students currently enrolled in a World Language. All other students will select their language in Step 4. • **Physical Education/Health** is preselected for all students.	Request Deadlines page contains information and forms related to placement appeals. • Level Up/AP Appeals Requests: February 27 **Note:** Level change requests will only be accepted through the deadline and must be submitted by the student, using the appropriate form. **Students with an IEP:** Placement recommendations may not be available at this time. If you are in the 15-day review process after a recent IEP meeting, the tentative placement decisions will be visible. If a change is made, it will be updated.

If you have any questions, please contact your middle school counselor.

STEP 3 **SELECT A WORLD LANGUAGE**	**Make a World Language Selection if you fall into any of the two categories below:** 1. You are not currently enrolled in a World Language in grade 8. 2. You are currently enrolled in a World Language, but wish to change your language selection for next school year.	**This section does not apply to all students.**
STEP 4 **SELECT FIRST-CHOICE ELECTIVES** **10 CREDITS**	**Select 10 credits of first-choice electives:** Select from any elective category. **Click "Request a Course".**  **Click the green button to make a selection.** Select "**More…**" to view course descriptions.  **Use one of the following course credit combinations for electives:** • Four (4) semester/2.5 credit electives (4 X 2.5 = 10), • Two (2) full-year electives/5 credit electives (2 X 5 = 10); OR • Two(2) semester/2.5 credit electives and one (1) full-year/5 credit elective (2 X 2.5) + 5 = 10	**Prerequisites:** If you are attempting to take a course in the same year as its prerequisite course (e.g., Graphics Design I and Graphics Design II) • **First,** select the prerequisite course (i.e. level I) and add it to your list. • **Then**, when you go back into "Request a Course", the course will be visible. **Students with an IEP:** Academic Support and Resource Room electives will appear on your Scheduling Tab along with the placements for core courses. These courses will count toward the 10 credits of "first-choice" electives,unless you make other selections.
STEP 5 **SELECT ALTERNATE ELECTIVES** **15 CREDITS**	**THIS STEP IS REQUIRED:** There is no guarantee you will be scheduled into your first choice selections, so alternates must be entered. • Select no less than 15 credits of alternate elective choices. **Type the word "Alternate" in the "Additional Information" box** to indicate your alternate elective options and to clearly differentiate them from your first choice electives.	**IMPORTANT:** If alternates are not entered, they will be selected for you. **Band/Orchestra:** It is extremely rare that scheduling conflicts would require the use of alternates for these courses.

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STEP 6 **CHECK TALLY**	**Check that you have entered the appropriate number of credits.** Since the Request Screen will not separate the tally of first-choice electives and alternates, please do the following: ● **If you DID NOT need to select a World Language:** ○ Your final credit tally at the bottom of the Request Tab screen will be at least **25 credits.** ● **If you DID select a World Language**: ○ Your final credit tally at the bottom of the Request Tab will be at least **30 credits.**	**If you have an IEP and are taking Academic Support and/or any Resource Room Electives:** ● Remember that these courses count toward your first-choice electives, so your tally will be less than those noted above. ● Make sure to select alternates for the resource room electives, and any other selected electives.
STEP 7 **SUBMIT REQUESTS**	**IMPORTANT! Click the green "SUBMIT" button to finalize and acknowledge your requests!**  ● **Type the word "SUBMIT" in all caps in the pop-up box.** Requests will be locked after this step.	**Scheduling Conferences**: School Counselors will meet with students individually to review requests and ensure the accuracy of submissions. If necessary, corrections can be made at that time. Check Genesis for the appointment date/time. **Note:** The "Scheduling" tab will house the requests locked in by the school counselor after the scheduling conference.

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