

Frequently Asked Questions: Scheduling Addition

1. *How do I schedule a meeting for my course selection?*

Meetings with your counselor can be scheduled in Genesis under the conferences tab. As counselors need to schedule approximately 175 students within a short period, there is no option to have a “pre-conference” meeting. All concerns and questions will be addressed during your regular meeting time that you select in Genesis. Changes can then still be made through your counselor after that meeting.

2. *What happens if I have trouble/forget to add my electives during the week to put requests in genesis? Will I be closed out of classes?*

No, if you have any trouble adding your classes, your school counselor will add them with you during your scheduling meeting. Classes are NOT being filled as students enter requests. Simply bring the list to your meeting and your counselor can add them with you.

3. *If my meeting is not until March, does that mean I will have less of a chance to get the elective that I want?*

No, your meeting date/time has no bearing on whether or not you get your first choice elective. At this time, we are simply entering requests so that the master schedule can be built by administration. There is no “first come first serve” for the class request process.

4. *Can I delete major academic subjects when I do my elective requests if I do not plan to continue with them? (ie, foreign language)*

No, as a student/parent, you cannot delete academic recommendations. If you choose to no longer continue with an academic subject, you can discuss this during your scheduling meeting and your counselor will delete the choice in genesis.

5. *Can I request a specific zero period class?*

No, at this point in time, the only data being collected are the course requests. Once that data is analyzed, the administration will determine the needs of the students and decide what classes can be offered in a zero period. If you would like to request a zero period, you should just request an 8th class.

6. *Can I change my academic level recommendation in genesis and request to be moved to an Honors/AP course?*

When teachers enter course recommendations, they are doing so based on a myriad of factors. If you were not recommended for a course you would like to take, the first step is to have a conversation with your teacher about why they made the recommendation. If you still wish to appeal the recommendation, a “Level Change Request Form” is required to be completed. This form can be found on the Counseling page under “Scheduling and Course Planning”. The form would then be submitted to the Supervisor of the academic department.