

Scheduling 2022-2023

Online course registration for electives and alternates will be done online through HCPSS Connect, starting December 20th 2021, and must be completed by January 18th, 2022

For electives:

- Please encourage students to select electives based on interest. Choose electives and alternates carefully as once the schedule is built they may not be able to move.
- Course requests will be entered online for all classes other than those that were recommended. Instructions are on the [Course Registration Form](#).
- Students need to select 7 classes and 3 alternates. Release time and aiding will be added later.
- Students will visit Student Services between January 10th through February 18th to meet with their individual counselors and review their selections.
 - The counselor appointments will be posted in the front hallway, sent out through Canvas, Student's Office 365 email accounts, and on the Atholton High School website.
 - Teachers will be receiving a daily email of the schedule. Students should write down their appointment date and time in their phone and/or on their calendar. It is important for students to arrive on time and be prepared to discuss course selection for next year.
- A list of confirmed requested courses will be available on Synergy to each student in June.
- An official schedule will be available to each student on Synergy in mid-August.
- Take this opportunity to discuss the importance of selecting appropriate classes and to promote the electives in your department.

Review the Course Placement Review process for scheduling with students:

- If the student/parent disagrees with the teacher recommendation, **the parent can complete the course placement review online through HCPSS Connect**. All Course Placement review forms must be submitted online.

Thanks!
Student Services

December 2021