

# 2022-23 Scheduling



# Step 1 –Course Guide

- Familiarize yourself with the course guide
  - General Information (GPA Calculation, Dual Credit, AP Credit, Schedule Changes)
  - Graduation Requirements
    - 4 English (one each year)
    - 4 Math (one each year)
    - 3 Science
    - 3 Social Studies
    - .5 Health/.5 PE
    - 1 CTE
    - 1 Fine Arts (listed on page 29)
  - **22 Total needed to graduate**
  - Special Recognition: Kentucky Scholars, Summa, Magna, Cum
  - Additional Graduation Requirements
  - Credits Needed to be Promoted to Next Grade Level
    - 10<sup>th</sup> – 5
    - 11<sup>th</sup> – 11
    - 12<sup>th</sup> – 16

[Course Guide 2022-23](#)

# Step 1- Course Guide Continued

- Courses offered by each department
  - Notice layout:
    - Title of Course
    - Grade level
    - Amount of credit
    - Prerequisite
    - Application Only
    - Elective vs. Requirement
    - Footnote – summer assignment, no schedule changes
  - Page 29 – Which courses count for fine arts requirement
  - Pathways in CTE – noted at the beginning of each program
  - Special programs – Early College, Home Builders, Firefighter/EMT
  - Quick Reference Pages – Course Title, Course #, Amount of Credit
  - 4 Year Plan
  - Practice Scheduling Sheet
  - Online Scheduling Instructions

# Minimum Graduation Requirements (pg. 7)

## 4 English Credits

One must be taken each year (Exceptions: via Early College )

## 4 Math Credits

- One must be taken each year
- REQUIRED – (Algebra I, Geometry, Algebra II )
- (Exceptions: via Early College and ATC-V-school )

## 3 Science

- (Integrated Science, Biology, Chemistry or Physics)
- Physics required for KY Scholars

## 3 Social Studies

- (Geography, World History, U.S. History)

**1 Fine Arts** (choose from a list of options on page 29 of the 2022-23 Course Guide)

**½ Health**

**½ Physical Education**

**1 CTE** (pg. 38)

# World Language

- Not a high school graduation requirement
- Minimum 2 credits same language = pre-college curriculum (check the college to see if more than 2)
- Students need A or B in English or Junior status
- Students hoping to attend ATC (V-school) and meet pre-college curriculum must take world language Freshman and Sophomore years

# Application Only Course

(Choose as *ALTERNATE* when scheduling online)

Peer Tutoring

Office Aid

Internship

ATC (V-School)

Science Lab Assistant

Retail Marketing

Gross Motor Development

Homebuilders

Yearbook

Media

Promotional Apps/Media

Library Aid

Dual Enrollment

Early College

Logistics

EMT/Firefighter

***\*Applications – due no later than 3/7/22***

***\*Vocational School applications due 2/25/22***

# Dual Enrollment

- **Eligibility Requirements:** GPA 3.0 unweighted
- **Courses are offered here at Cooper**
  - **FLC 101/ENTP 305—Mr. Rasso**
  - **SPI 101/SPI 102—Mrs. Levy—must have taken Spanish 1 and 2**
  - **FRE 101/102—Mrs. Guy—must have taken French 1 and 2**
  - **GER 101/102—Mr. Huelse—must have taken German 1 and 2**
- **Applications are available from any of those teachers or from Mrs. Smith's office**

**\$216.00/class plus cost of book (Scholarship *MAY* cover 2 courses – dependent on funding, you must request funding through KHEAA)**

# Early College

- Juniors go to Gateway for ½ day and Cooper for ½ day. Seniors have option to be at Gateway all day.
- Must take at least TWO courses, can take up to FOUR
- Each class is \$216.00 (subject to change) plus cost of book
- Must have 3.0 unweighted GPA
- Must be a Junior or Senior
- Transportation is provided
- Could earn Associate's (2 year) degree before graduating high school
- Applications are available in Mrs. Smith's office



# Homebuilders

- ½ day programs at Building Industry Association
- In the first year students will learn:
  - Electricity
  - Carpentry
  - Plumbing
  - HVAC
  - Building Maintenance
- In the second year students can start a Co-Op with a local tradesperson or business.
- Transportation is provided
- Applications are in Mrs. Smith's office

# Fire/EMT Program

- ½ day program at Burlington Fire Training Center
- First year is focused on Fire Safety and Training
- Second year continues that focus as well as starting EMT training.
- Students will gain invaluable networking opportunities for Firefighter/EMT jobs after high school.
- Transportation is provided.
- Applications are in Mrs. Smith's office

# ATC (Vocational School)

## Area Technology Center

- Programs offered

\*Diesel Technology

\*Metal Fabrication  
Technology

\*Auto Technology

\*Electrical  
Technology

\*Pre-Nursing

\*Applied Machining

\*Welding Technology

- Priority given to (based on application, due by 2/25/22)

-Returning Seniors

-Juniors

-New Seniors

-Grades

-Behavior

-Attendance

~ATC counts as required CTE credit and if you take the same program junior/senior year, counts as senior math

\*\*Students planning to attend ATC need to take Arts/Humanities credit freshman or sophomore year or take Arts/Humanities online.

# Step 2 –Course Placement by Teacher

- Student Scheduling Portal Opens 2/1/22- 2/6/22.
- Core courses were chosen by teachers – if you want to take a MORE or LESS challenging course than recommend you **MUST** fill out a challenge form at scheduling night with a parent signature
- Challenge forms are due by 3/7/22
  - No Schedule changes will be made
- ALL applications are due by 3/7/22
  - (V-school due 2/25/22)

# Step 3 –Steps to request electives

- **Course Requests – Campus Portal**
  - **Window to request – February 1<sup>st</sup> – February 6<sup>th</sup>**
    - ➔ **Login to Campus Portal**
    - ➔ **Click “More” (on left)**
    - ➔ **“Course Registration”**
    - ➔ **Click Cooper High School**
    - ➔ **Click ‘Add Course’ (bottom of screen, refresh if needed**
    - ➔ **COURSE SEARCH’ Search course name/number**
    - ➔ **Click ‘Add Request’ (Electives) OR**  
**Click ‘Add ALTERNATE (6 Alternates) Print/Save a copy for**  
**you records**
- \*Logoff when 24/28 “units” show at top of screen**

# Step 4 – Gold Course Request Sheets

- JAM teachers check course requests for completeness
  - Does student have courses needed for next grade level/graduation?
  - Does student meet pre-requisites?
  - Does student have at least 6 TOTAL credits request (including required and elective)?
  - Does student have at least 6 Alternates?
  - ALL application courses (yearbook, dual enrollment, ATC, internship) – listed as alternate

# Step 4 – Gold Course Request Sheets Cont.

## Parent Conferences

- February 16<sup>th</sup> and 17<sup>th</sup>
- JAM Teachers will have your parent/guardian give verbal consent for course requests at the scheduling meeting – any changes should be documented on the requests.
- After this consent is given, there are no schedule changes



# Scheduling Checklist

1. Review Course Guide Book (online) descriptions, grade level, prerequisites
2. Select courses that meet graduation requirements **and** align with your career choices.
3. Complete the online course request in Campus Portal.
  - Total number of requested **credits** 6 + 6 alternates.
  - Be sure course numbers are accurate – including hyphen & number after
  - Pay attention to creating a balanced schedule (challenging but not impossible)
  - Be sure to complete online requests by **February 6, 2022!**
4. Parent/Student meet with JAM teacher for conference on 2/16 /22 or 2/17/22. Complete Challenge Form(s) if necessary
5. Schedule **any** application class as an alternate and be sure to turn in **all** applications by the deadlines