

## Scheduling 101

1. **Beginning, Thursday, January 23rd**, visit the Scheduling 25 – 26 website on [www.broadneck.org](http://www.broadneck.org) under the counseling tab to find many resources: video on how to access your teacher recommendations and to complete the pencils screens, videos on different electives, a description of the courses, and extra copies of the scheduling documents.
2. There is a parent night on Thursday, January 23rd, at 5:30pm, in the school's auditorium for the Class of 2029 and an AP information session, in the library, for current BHS families. At 6:30pm, the groups will switch with the Class of 2029 having an opportunity to visit the library and the current BHS families moving into the auditorium for a general information session.
3. If you do not remember how to locate your course recommendations, watch the video on the Scheduling website. [How to Access and Select Courses for 2025-2026](#)
4. When ready, you can review and select your courses. If interested there are printable/downloadable worksheets to pick your classes and to rank your elective choices from 1 to 10 which will help counselors if your top choices are not available.
  - [10<sup>th</sup> grade core course worksheet](#)
  - [11<sup>th</sup> grade core course worksheet](#)
  - [12<sup>th</sup> grade core course worksheet](#)
  - [Elective choices](#)
5. Have your completed worksheets with you, log into your student portal, and select class registration.
6. You will see the list of departments/subjects that follow your scheduling documents. Click on the pencil, located on the righthand side, to edit/select your courses for next year under each category/subject.
7. **If you disagree with a teacher recommendation that appears, you cannot edit the screen but will need to circle/star your choice on the scheduling worksheet and have a parent initial next to the course you want to take. When you meet with your counselor during the scheduled English class time, the class will be revised to reflect the change in your request.**
8. Beginning Tuesday, January 28<sup>th</sup>, counselors will meet with 9<sup>th</sup> graders, individually, to finalize the process. After 9<sup>th</sup> graders, 10<sup>th</sup> graders will go through the same process. After 10<sup>th</sup> graders, 11<sup>th</sup> graders will go last.
9. **No changes can be made after March 7<sup>th</sup>, unless it meets one of the criteria identified by the county policy on selecting and choosing high school courses, IG-RA, so please choose your classes wisely. Think about balance and do not overschedule yourself. Do not request classes just because your friends are taking them.**
10. If you are a senior and want a reduced schedule, you will need to complete the google form that can be found on the Scheduling website. Remember that classes are scheduled throughout the day and course requests drive the schedule, so your classes may be assigned throughout the day and not just in the morning.