

Scheduling 101

1. Visit [BHS 24 - 25 course registration](#) to locate planning worksheets and other resources to assist in selecting your classes for the 24 – 25 school year.
2. There is a parent night on Wednesday, January 24, at 6:30pm, in the school's auditorium: all are welcome.
3. If you do not remember how to locate your course recommendations, watch the video on the scheduling website.
4. **All students must enter course requests in PowerSchool BEFORE meeting with their counselor during English. Changes/corrections CAN still be made during that meeting, but requests need to be entered ahead of time to allow enough time for all students to meet with their counselors individually.**
5. When ready, use posted worksheets to pick what classes you want next year and rank your elective choices from 1 to 10 to help counselors if your top choices are not available.
6. Have your completed worksheets with you, log into your student portal, and select class registration.
7. 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.
8. **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.**
9. Beginning Monday, January 29, counselors will meet with 9th graders, individually, to finalize the process. After 9th graders, 10th graders will go through the same process. After 10th graders, 11th graders will go last.
10. **No changes can be made after March 13, unless it meets one of the criteria identified by the county policy on selecting and changing 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.**
11. 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 can be scheduled first through fourth period and course requests drive the schedule, so your classes may be assigned during any period and not just in the morning.