

Scheduling 101

1. Use these scheduling worksheets to select your core classes and electives for next year.
2. **Beginning, Tuesday, February 1st**, visit the Scheduling 22 – 23 website on 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.
3. There is a parent night on Tuesday, February 1st, at 5:30pm, in the school's auditorium: all are welcome.
4. If you do not remember how to locate your course recommendations, watch the video on the Scheduling website.
5. When ready, use your 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, February 7th, 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 18th, 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.**
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 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.