

# URBANA HIGH SCHOOL SOPHOMORE COURSE REQUEST FORM

This form is due to the HS Counseling Office by Friday, March 31, 2023

FULL STUDENT NAME \_\_\_\_\_ ID# \_\_\_\_\_ HR \_\_\_\_\_

Mark an X in the space next to the courses that you are requesting. You must schedule for at least six (6) courses per semester where a yearlong course will count in each semester. Sophomores are required to be in attendance at the high school the entire school day, unless approved for and taking College Credit Plus (CCP) courses at a college campus. Teacher recommendation is required for some courses; the recommending teacher should initial in the staff blank to the right of the credit. Students who do not meet prerequisites will have their course selections changed. \*Indicates a course fee is required.

As you are considering courses, use a pencil to make your selections, but please make your final selections including signatures in pen.

## REQUIRED COURSES

English Department		Credit	Staff	Social Studies Department		Credit	Staff
_____	011 English 10	1.00	_____	_____	111 American Studies	1.00	_____
_____	014 Honors English 10	1.00	_____	_____	112 CCP U.S. History	1.00	_____
Math Department		Credit	Staff	Health/Physical Ed, Department		Credit	Staff
_____	202 Algebra IB	1.00	_____	_____	763 Health	0.50	_____
_____	203 Geometry	1.00	_____	_____	765 Nutrition & Wellness	0.50	_____
_____	211 Honors Geometry	1.00	_____	_____	770 Fitness for Life	0.25	_____
_____	212 Honors Algebra II	1.00	_____	_____	773 Team & Ind Sports	0.25	_____
_____	216 Stats & Probability	1.00	_____	_____	774 Core & Dyn Stgth Trng	0.25	_____
Science Department		Credit	Staff				
_____	411 Biology*	1.00	_____				
_____	412 Honors Biology*	1.00	_____				

## ELECTIVE COURSES

Agriculture, Food & Nat. Res. Dept.		Credit	Staff	Media/Tech/Mkting/Bus Department		Credit	Staff
_____	651 Ag, Food, and Nat Res	1.25	_____	_____	234 Computer App*	0.50	_____
_____	652 Animal & Plant Science	1.25	_____	_____	236 Multimedia*	0.50	_____
_____	660 Ag & Ind Power	1.25	_____	_____	235 Computer Science Prin*	0.50	_____
_____	662 Mechanical Principles	1.25	_____	_____	240 Digital Photo & Video*	0.50	_____
_____				_____	545 Pers Financial Mgmt*	0.50	_____
English Department		Credit	Staff				
_____	638 Yearbook	0.50	_____	_____	550 Accounting I	1.00	_____
_____				_____	511 Business Foundations	0.50	_____
Fine Arts Department		Credit	Staff				
_____	707 Concert Band A*	1.00	_____	_____	512 Finance Foundations	0.50	_____
_____	706 Band A w/ Marching*	1.25	_____	_____	540 Marketing Principles.	0.50	_____
_____	709 Concert Band B*	1.00	_____				
_____	708 Band B w/Marching*	1.25	_____	Ohio Hi-Point Programs (CBI and Satellites)			
_____	711 Concert Choir*	1.00	_____	OHP Career Based Intervention		Credit	Staff
_____	717 Climber Singers*	1.00	_____	_____	HP CBI I CBI 9-10	1.00	_____
_____	712 Music Appreciation	0.50	_____	Advanced Manufacturing Program		Credit	Staff
_____	713 Music Technology	0.50	_____	_____	HP U340 Intro to Des & Dev	1.00	_____
_____	721 Art I*	1.00	_____	_____	HP U341 Autom & Robotics	1.00	_____
_____	722 Art II*	1.00	_____	_____	HP G353 Medical Terminology	1.00	_____
Foreign Language Department		Credit	Staff	Health Sciences Program		Credit	Staff
_____	301 French I	1.00	_____	_____	HP G350 Health Sci & Tech	1.00	_____
_____	302 French II	1.00	_____	_____	HP G351 Clinical Lab Tech	1.00	_____
_____	311 Spanish I	1.00	_____				
_____	312 Spanish II	1.00	_____				

Over...

ALTERNATE ELECTIVES (REQUIRED)		
	COURSE #	COURSE NAME
1 <sup>st</sup> Alternate	_____	_____
2 <sup>nd</sup> Alternate	_____	_____
3 <sup>rd</sup> Alternate	_____	_____
4 <sup>th</sup> Alternate	_____	_____

**My preference for a study hall is: (place an X on the line by your preference):**

\_\_\_\_\_ I NEED a study hall in my schedule.  
 If only needed/preferred one semester, please circle your preference: 1<sup>st</sup> semester    2<sup>nd</sup> semester

\_\_\_\_\_ If I have room in my schedule, I would like a study hall.

\_\_\_\_\_ I do NOT want a study hall in my schedule.

### SCHEDULE CHANGE CRITERIA

Due to commitments for staff assignments, balancing of class sizes, ordering of books, workbooks and supplies, schedule change requests after May 29<sup>th</sup> must meet one of the following criteria:

1. Mechanical error (example: course number mistyped from the course request sheet);
2. Course needed to meet graduation requirements;
3. Rescheduling of a course failure or not meeting a pre-requisite;
4. Necessity of student's physical health (doctor's recommendation);
5. Successful completion of a summer school course or summer credit flex course;
6. To select a different elective if, due to a master schedule conflict, the student was unable to get into a requested elective;
7. Addition in lieu of study hall the same period, class size permitting; or
8. Inappropriate academic placement with a teacher's recommendation and counselor and administrator approval.

Procedure for changing a schedule that meets one of the above criteria:

1. The student must consult with the counselor to determine the validity and possibility of the requested change.
2. The student must secure written permission from his/her parent/legal guardian prior to any schedule change.

### COURSE WITHDRAWAL

Course withdrawals are not permitted if the student is only taking the required 6 credits. If a student is taking more than the 6 required credits and desires to drop a class to take a study hall (room permitting), the following course withdrawal requirements are in place: If a student withdraws from a yearlong class after the 15<sup>th</sup> day, it will be recorded as a withdrawal/failing (WF). Withdraw from a yearlong class before the end of the 15<sup>th</sup> day will be recorded as a withdrawal (W). If a student withdraws from a semester class after the 8<sup>th</sup> day, it will be recorded as a withdraw/failing (WF). Withdraw from a semester class before the end of the 8<sup>th</sup> day will be recorded as a withdrawal (W). Parent approval is needed to withdraw from a class.

CCP course withdrawal must meet the deadlines of the college/university. The number of courses/hours must still meet the minimal high school requirements.

I have selected the courses marked above for the upcoming school year. Any changes that I decide to make will need to be made by May 29<sup>th</sup>. I understand that after that date no changes will be made to my schedule unless it meets the criteria above.

Date \_\_\_\_\_

Date \_\_\_\_\_

Student Printed Name \_\_\_\_\_

Parent Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_