

# **Bishop McDevitt High School**

125 Royal Avenue Wyncote, PA 19095 (215) 887-5575 [www.mcdevitths.org](http://www.mcdevitths.org)

## **Office of Academics**

April 23, 2018

Dear McDevitt Parent,

This year Bishop McDevitt students will again use the online course selection process to choose courses for the next year. The students will select their courses for the 2018-2019 academic year using the online GradeConnect program. Our hope is that through the use of this process parents and students will know clearly which courses are required and which are elective. The process also allows for date and time stamping on the course selection sheet. This will enable the Academic Affairs Office to admit students to in-demand classes on a first come, first served basis.

At Bishop McDevitt we are permitting and encouraging all students, whether registered or not, to choose their courses for next year. However, students who have not yet registered for next year or who have outstanding academic or tuition issues will be wait-listed for elective classes and will not be placed in the active pool until all issues are resolved.

We encourage you to review the Bishop McDevitt Course Catalog on the website under Academics and follow through the process with your child. On the reverse side of this letter, you will find the instructions for the GradeConnect selection process for your student.

Thank you for choosing Bishop McDevitt for your child. If you have any questions regarding the course selection process or the Bishop McDevitt curriculum, please contact me at 215-887-5575 ext 235 or [lford@mcdevitths.org](mailto:lford@mcdevitths.org).

Sincerely,

Lisa Ford  
Assistant Principal

**Course Selection OPENS on Thursday, April 26<sup>th</sup> and CLOSES Monday, May 7<sup>th</sup>.**

\*All Signed Course Selection Forms must be turned in no later than May 7<sup>th</sup> to avoid a \$25.00 late fee.

## **Procedures for Course Selection Using GradeConnect for Students**

1. If you do not already have a GradeConnect password OR if you have forgotten your password, you must see someone in the Office for Academic Affairs to obtain a password.
2. Log into GradeConnect via the McDevitt website. Your username /ID is always MD followed by your student number. (e.g. MD21042300)
3. Choose the “Course Selection” button. It should be the last tab at the top of the page.
4. Read through the instructions.
5. Choose your courses.
6. Press the “Submit My Course Selections” button to finalize and lock in your course selections.
7. Print your Course Selection Sheet.
8. Sign the Sheet and have your parents sign the sheet.
9. Return sheet to the **Office for Academic Affairs by Monday, May 7<sup>th</sup>** .

### **Course Elective Request Form**

Students may sign up for classes that are listed as electives but do not appear on their Course Selection Sheet by completing the Course Elective Request Form. Forms can be obtained in the Office for Academic Affairs or downloaded from the school website. The Course Elective Request Form must be signed by the parent and Department Chairperson. These forms are due on or before May 7<sup>th</sup> . \*

### **Track Change Request Form**

Students may request a track change for their selected courses by completing the Track Change Request Form. Forms can be obtained in the Office for Academic Affairs or downloaded from the school website. The Track Change Request Form must be signed by the parent, the current class teacher, and the Department Chairperson. These forms are due on or before May 7<sup>th</sup> . \*

**Students will have a chance to meet with the various department Chairs on Wednesday, May 2<sup>nd</sup> during a school assembly. Students may get their forms signed at this time.**

*\*Courses and Tracks may be changed by the school due to final student grades and enrollment. TRACKS and COURSES CANNOT BE CHANGED OR DROPPED ONCE THE SCHOOL YEAR BEGINS.*

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Course Selection Sheets turned in after May 7<sup>th</sup> will be charged a \$25 late fee.**