

Course Selection Directions, FAQ's Assembly Procedures

Department Chairs:

- **Mr. Stout** – Business
- **Dr. Burdziak** – World Language
- **Mrs. May** – Math
- **Mr. Luby** – Social Studies
- **Mrs. Oberholzer** – Science
- **Sr. Mary Boyer** – Art
- **Mrs. Luby** – English
- **Miss Ford** – Arcadia
- **Mrs. Kearney** – Phys Ed

How do I complete Course Selection?

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. Attach Course Elective Forms and/or Track Change Request Form to your Course Selection Sheet.
9. Return sheet to the Office for Academic Affairs by May 7th. Forms turned in after May 7th will be charged a \$25.00 Late Fee.

FAQ's

1. **What if I have a subject bolded but I need to take another course in its place – example Art in place of Health/Phys Ed?** Circle the Health/Phys Ed course and write “Defer” next to it. You will **then be required to take that course the following year.**
2. **Can I take two maths?** Yes, however, you may need to “Defer” a course to do so. Please see question above.
3. **How many classes do I have to register for?** Future Seniors need to register for at least 5/6 credits, Future Sophomores and Juniors need to register for 6/7 credits.
4. **Will I get all the classes I register for?** We will do our best to give all students their first requests but it is not guaranteed due to staffing.
5. **What if I want to sign up for the Arcadia Course?** You may see Miss Ford to sign up for Arcadia. The course is limited to 16 students. Must have a 3.0 GPA or higher. A wait list will be created and

students will be notified if they are accepted into the course. Please choose a back-up course in case you do not get the Arcadia course – be sure to mark on the Course Selection Paper that it is your back up course.

6. **If I sign up for Arcadia do I have to take both courses?** Yes, Arcadia has a fall and a spring course that must be taken. There is a \$150 fee for each course and you are required to purchase the textbook from Arcadia University.
7. **How do I sign up for Personal Fitness?** If you have already completed your Health/Phys Ed requirement – you may choose to take Personal Fitness which is offered as a half year course. Please see Mrs. Kearney for her signature.
8. **DO I need to pass my electives to graduate?** Yes, all course begun in September must be successfully passed in order to graduate even if the credit number is past the required minimum for the State.
9. **How do I choose a course not on my Course Selection Sheet?** Obtain a Course Elective Form from the Activities Office or the Academic Office. Look at the Course Catalog to see which courses you are interested in. Bring the Course Elective Form to the Department Chairperson for that subject and have them sign the form for you. Attach the form to your Course Selection Sheet and turn it in to the Academic Office by May 7th.

Course Assembly – Procedures for May 2nd:

- All Students will report to HR at 7:45 AM and will be called down to the gym.
- Classes will be called down by grade level starting with the Juniors. Juniors will have more options and will require more time. Sophomores and Freshmen will be much quicker.
- Please go to the Department Chair for clarification of questions or to have your Course Selection Sheets signed.
- Please keep all signed papers and staple them to your COURSE SELECTION SHEET before turning it in to the Academic Office.
- Students do not need to turn in their Course Selection Sheets until the 10th. If you are still undecided come back to the Department Chair at another time to sign.
- Please be sure to follow the prerequisites for classes.
- If you are not prepared to see a Department Chair person today – you will have to obtain their signature at another time before May 7th.

Reminder – Forms need all required signatures to be accepted. Course Selection Sheets will be date and time stamped when they are turned in to the Academic Office. All forms should be completed and turned in no later than May 7th.

Course Selection Sheets turned in after May 7th will be charged a \$25.00 Late Fee.