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## Course Registration dates:

**Wednesday, November 15, 2023 – Registration Information through Advisory**

**Wednesday, November 29, 2023 – Completed form submitted to Advisory Teacher**

*PARENTS - Registration Counseling is available by appointment with the Registrar from November 16 – November 28 (<http://bit.ly/3ZKflmz> or use the QR code)*



*STUDENTS - You can also contact your Counselor to schedule an appointment with them*

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## COURSE REGISTRATION POLICIES AND PROCEDURES

1. **Choose wisely. Classes and teacher lines are determined by the results of your registration. You will be held to your choices except under unusual circumstances. See page 9 in the Catalog of Courses for Schedule Change and Course Withdrawal Policies.**
2. Complete the Course Registration Form.
  - a. Enter your Name and Birth date in the designated spaces.
  - b. Enter your Advisory Teacher's last name.
  - c. Enter your current Career Interest (or the career you are most interested in pursuing at this time).
    - **This item is required.** If you are unsure, take time now to explore careers as this item is required.
      - Careeronestop is a resource you can use: <https://bit.ly/WHSCareerInterest>
      - Take the *Interest Assessment* and explore the careers they provide that might be a good fit for your interests.
  - d. Enter the Academy Pathway associated with your Career Interest (see pages 20, 30, 38 & 44 of the Catalog of Courses for course listings).
  - e. Select English, Social Studies, Math and Science courses. Ask your current teachers for their recommendation(s).
    - If you select Honors and/or Advanced Placement (AP) level courses, you are doing so with the understanding that once you submit your form, changing you to a different level class may not be possible.
      - Also keep in mind overall course load – we do not recommend having a combination of 3 or more Honors/AP courses
    - If you select Regular level courses, you are doing so with the understanding that once you submit your form, changing you to an Honors and/or AP level class may not be possible.
  - f. Select academy elective courses and global electives by
    - entering the Course Number (example: FVB1000)
    - entering the Course Title (example: General Art 1)

Note – Each Elective/Alternate box should include either 1 year-long course or 2 semester-long courses. If only 1 semester-long course is entered, it will not be scheduled.
  - g. Courses will be assigned according to preference order. If you do not have the minimum number of preferences selected, your counselor will make them for you.
  - h. Page 2 of the Course Registration Form lists electives available to your grade level.
3. Once you've completed the Course Registration Form:
  - a. Both the student and a parent/guardian should sign and date the form.
  - b. **Students who submit completed forms to their Advisory Teacher by November 29 will have scheduling priority.**
  - c. Forms not submitted by November 29, 2023 will be scheduled by the WHS Counselor and Registrar.
  - d. Incomplete forms (1) Elective and/or Alternate choices are left blank, (2) Required signatures/initials are missing
    - The Counselor will complete the form
    - Students will not be able to make schedule changes from classes selected by the Counselor
4. If requesting AP Course(s), you are agreeing to the terms specified by the AP Contract. AP Contracts are available from your Counselor or the Registrar's Office.
5. Graduation requirements can be found on p. 7 in the Catalog of Courses. A [Graduation Planning Sheet](#) has been provided for you.
6. All students have equal access to courses, programs and services at Waiākea High School.

7. All persons under 18 are required by state law to attend school unless they have graduated from high school. All students attending a public school are required to spend 30 hours per week in school or school-sponsored activities. To obtain a waiver of this requirement, the student must qualify for at least one of the following reasons:
  - a. Employment (Seniors only)
  - b. Internship (Juniors and Seniors)
  - c. Early admission in an institution of higher learning
  - d. Medical reason
  - e. Verified reason agreed upon by parent and principal
8. Year courses award 1.0 credit at the end of the year; 0.5 credit cannot be earned for semester work in a year course. Semester courses award 0.5 credit per semester. See course descriptions for credit details.
9. Remedial credit opportunities exist through after school courses, Hawaii Online Courses (*E-School*), Edmentum, and other programs. See your counselor for more information.
10. Waiākea High School supports dual credit options. Through programs such as Early College and Running Start at Hawai'i Community College and the University of Hawai'i at Hilo, high school students can earn high school and college credit simultaneously. See page 10 in the course catalog AND your counselor for more information.
11. If you are planning on taking a course at another school or through another program, please see your counselor. Waiākea High School's [Credit Policy](#) can be found on p. 11-12 of the Catalog of Courses.
12. You may not repeat a course for credit except as noted in course descriptions. If a student repeats a non-repeatable course, the grade-point average is computed on the higher of the two final grades with no duplicate credit awarded.
13. Program/Schedule changes are made for the following reasons:
  - a. Incomplete schedule or registration error.
  - b. Course already taken, not repeatable.
  - c. Incorrect level placement (teacher must initiate).
  - d. Failure to meet course prerequisites.
  - e. Medical reason.
  - f. Senior requirement for graduation.
  - g. Summer school; alternative course completion
  - h. Adjustment for part-time work / internship.

**Students who fail to register by the deadline will be programmed by their counselor and forfeit their rights to program changes.**