



## Scheduling Process

Course selection is a very important process at any high school in the development of the upcoming year's schedule. The courses that are offered and the number of sections that each course will have are determined by student selection. We strive to meet the needs of all of our students in accommodating those choices. Just as a good lesson plan helps a teacher have a successful, productive class a well-designed master schedule based on student requests will provide students with the maximum number of opportunities to explore classes they need and want in their high school career. Outlined below is our design process and the opportunities for students to attain an ideal schedule.

### Course Selection

January:

- Students receive course selection sheets in their Advisory class.
  - Students receive selection sheets and have approximately 2 weeks to review selections with their advisor, classroom teacher, administrator, and parents.
  - Central Academy students work with Counselors from Central to choose classes at Central Academy as well as Hoover.
  - Course selection sheets and the DMPS Course Catalog can be found on our website under Academics.  
<http://hoover.dmschools.org/>

January and February

- Students without course requests are called to the office to complete their choices.

### Student Schedules/Changes

May

- Schedules are handed out to students in mid-May during advisory.
- Central Campus students can get their schedules in the Counseling Office.
- Schedule Changes
  - Changes will be made before school or after school to add or drop a class.
    - Changes cannot be made to change teachers (unless the student has failed that class with that teacher in a previous year) or to simply change the order of classes.

June – August

- Students can make an appointment to meet with an administrator during regular summer hours to make needed changes.

Start of the Year

- Days 1 and 2.
  - Students with gaps in their schedule will be allowed to meet with their administrator to fill the gap.
    - The student should come to the office before school, after school, or during the period that has the gap.
- First week of school (5 – 7 Days)
  - Students may add a class to their schedule and drop a class without penalty.
    - Student can do this before school, after school, or during the period to be changed.
- Weeks 2 – 5
  - Students can drop a class without penalty.
  - New classes cannot be added to the schedule. Student will be assigned to study hall.
- Weeks 6 – 7
  - Student will receive a W for the class on their transcript and they will be assigned to study hall.
    - This will not affect the student's GPA.
- Week 7+
  - Student will receive an F for dropping any course and they will be assigned to study hall.