

9th Grade Scheduling Presentation

NAI School Counseling Department



NAI COUNSELING DEPARTMENT



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PROGRAM OF STUDIES

2023-2024

AVAILABLE ONLINE AT

www.northalleggheny.org

2022-2023 SCHEDULING TIMELINE

- **February 6th:** Last day for students and parents to have access to course requests through TYLER
- **February 6th - February 24th:** NAI counselors will meet with students individually to finalize course selections
 - Bring any questions you might have to your individual meeting



2022-2023 SCHEDULING TIMELINE, Cont.

- **February 16th:**
 - NAI Parent Coffee
 - Transition to NAI for current 8th and 9th grade parents
 - 7:00AM, in person at NAI or virtual/recorded
 - NAI Transition and Elective Fair
 - Open to current 8th/9th graders and families new to the district
 - 6:00PM at NAI
- **February 28th:** Waivers and final course selections are due
- **March 3rd:** Scheduling letter with final course approvals and selections will be emailed home to parents/guardians
- **March 8th:** Last day for schedule changes

PLAN AHEAD SHEET

Plan Ahead Sheet

While the District strongly encourages students to explore a broad range of course offerings in their high school experience, it is also important to communicate the potential for more specific career exploration and preparation. All students at North Allegheny will utilize the Family Connections by Naviance program to identify career interests. Some of the college major and/or career opportunities from these tools are organized in the following clusters: Science & Technology Careers; Arts Careers; Social Service Careers; Technical Careers; and Administration & Sales Careers. If students have a strong interest in one of these areas, then they should refer to the Career Clusters document on page 12 and/or contact their School Counselors for further discussion about important required and elective course selections.

Students should use the chart below to plan to meet the required credits for graduation and the elective courses that will help them reach their career goals.

Subject Field	9	10	11	12
English				
Social Studies				
Mathematics				
Science				
World Language				
Elective (S.T.E.M.)				
Elective				
Elective				
Elective				
Physical Education				
Health				
TOTAL				

WAIVER POLICY

Procedures:

- Communication is initiated by the parent and teacher.
- Students may not waive prerequisite courses and cannot waive two course levels.
- Students will receive waivers forms from their teachers or in the counseling office.
- Students will obtain signatures from their parent, teacher and then turn the form into their assigned School Counselor.
 - ALL information must be filled out on the form (course names, course numbers, etc.) The form will be returned to the student if not completed correctly.

**The Waiver Form must be submitted to your assigned School Counselor by
FEBRUARY 28TH!**

WAIVER POLICY, CONT.

If withdrawal from the waived course occurs...

- **On days 1-20 of school**, the student will receive a “W” listed beside the dropped course on their transcript.
 - The student will schedule a new course and the grade from the original course will not carry over into the new course.
 - Students must understand that it may not be possible to change their schedule based on the current enrollment of courses into which the student is attempting to transfer.
- **After day 20 of school**, the student will receive an “E” on their high school transcript.
 - The “E” will be factored into the QPA and no credit will be awarded.

SCHEDULE CHANGE PROCEDURES

Students are permitted to adjust their course selections prior to March 8th. Following this date, all course selections will be considered final, and schedule change requests will only be considered for the following reasons:

- Mechanical Error: ex: course left off schedule
- Needed for a Graduation Requirement: ex: failed required course and must drop elective or study hall to schedule a make-up course
- Fill a Study Hall: ex: replace study hall with an elective course without adjusting other scheduled courses and if seats are available in the class
 - Students will have the first four days of the semester to fill a study hall.

SCHEDULE CHANGE PROCEDURES

- Level changes: level changes (that did not involved a waiver) can only occur within the **first 20 days of school** for a full year course and the **first 10 days of school** for a semester course. After day 20 or day 10, level changes will not be permitted.
 - When a student completes a level change within the 10 or 20 day timeline, the student's grade will not carry over from the original course and will not appear on the student's transcript.
 - After the 10th or 20th day of school, the student will receive an "E" if they choose to make a level change.



QUESTIONS?

Q: What if I want to change my elective choices after I have met with my counselor?

A: Let us know! We will take your requests until March 8th.

Q: What if I want to change a course recommendation, either dropping down a level or waiving into a course?

A: Email your counselor to move down a level or fill out waiver form to move up a level.

Q: What if I forget how to choose my electives?

A: Refer to scheduling videos posted on NAI School Counseling website.

Please contact your School Counselor with any other questions!

A.W. BEATTIE CAREER CENTER

- If you are interested in attending AW Beattie Career Center, please complete the application and return it to Ms. McLeod in the NAI School Counseling Office. Applications can be picked up in the counseling office.
- You will have room for **five** classes, plus lunch. Beattie will then be scheduled in the afternoon.
- Beattie will count as **three** elective credits.
- If you have any questions or would like to complete an application, please contact your School Counselor.

**Spring Open House at AW Beattie Career Center
will be on March 2nd from 5:15 - 8:00PM.**



NCAA ELIGIBILITY

ACADEMIC ENGLISH 1

No. 1509

Full Year/Full Time

Grade 9 Phase III

NCAA

Credit 1.0

In this college preparatory communication course, students develop their reading, writing, listening, speaking, and critical thinking skills. To enhance vocabulary skills, students familiarize themselves with words from within the contexts of various reading assignments. Students study grammar, usage, and mechanics integrated within reading and composition; students also read and analyze fiction, non-fiction, poetry, the novel, and drama. Longer works in this course include *Of Mice and Men*, *The Tragedy of Romeo and Juliet*, and *To Kill a Mockingbird*. Students follow the writing process while composing core writing assignments and timed writing prompts. Students also apply their knowledge of the library and its technology in a workshop setting.

Criteria for Selection - Recommendation of 8th grade English teacher.

ENGLISH 1

No. 1409

Full Year/Full Time

Grade 9 Phase II, III

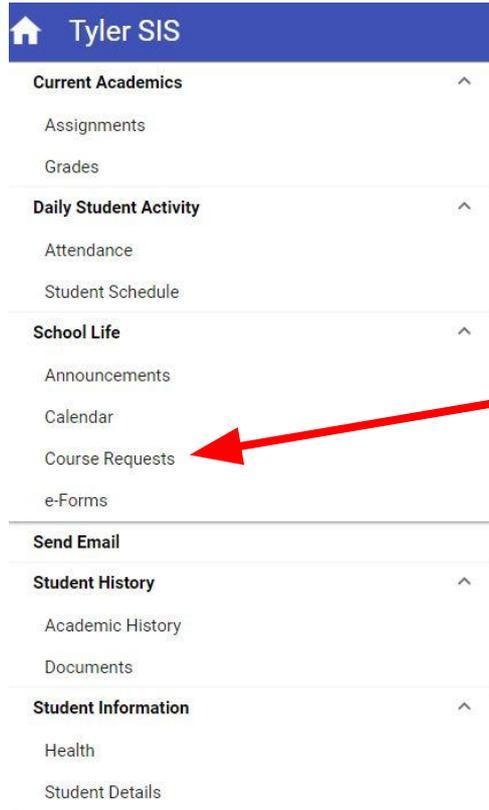
Credit 1.0

The English 1 curriculum emphasizes the continued application of core skills in the English area which covers reading, writing, speaking, listening, and critical thinking. Students reinforce their skills by formulating clearly written sentences and applying the correct usage of grammar in their written work. Students will continue to refine their writing skills by using the writing process to compose core writing assignments and to respond to timed writing prompts. Vocabulary development and word recognition skills are developed throughout the course. The study of literature emphasizes the analysis of short stories, nonfiction, poetry, drama, and novels. This course generally utilizes the same rigorous academic content used in the Academic English curriculum. Students may select the course if they wish to devote additional effort in enhancing, reviewing and practicing communication arts skills to reach a proficient level. Students also apply their knowledge of the library and its technology in a workshop setting.

Criteria for Selection - Recommendation of 8th grade English teacher.

*****Students will be able to select if they want to be monitored for NCAA Eligibility when they choose their electives in TYLER*****

STEPS TO SCHEDULE IN TYLER



1. Log into your Tyler Account
2. Under “School Life” click on **Course Requests**

More	Requirement ▼	Result ▼	Type ▼	Minimum Credits ▼	Maximum Credits ▼	Current Credits ▼	Remaining Credits ▼	Requested Count ▼	Scheduled Credits ▼
>	10 - English REQUIREMENT		Single	1.00	1.00	1.00	0.00	1	0.00
>	10 - Social Studies REQUIREMENT		Single	1.00	1.00	1.00	0.00	1	0.00
>	10 - Math REQUIREMENTS - 10 - Math REQUIREMENT		Multiple	1.00	1.00	1.00	0.00	1	0.00
>	10 - Science REQUIREMENT		Single	1.00	1.50	1.50	0.00	1	0.00
>	10 - Physical Education REQUIREMENT		Single	0.50	1.00	0.50	0.50	1	0.00
>	10 - English		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Social Studies		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Mathematics		Multiple	0.00	1.00	0.00	1.00	0	0.00
>	10 - World Languages		Multiple	0.00	3.00	1.00	2.00	1	0.00
>	10 - Business		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Computer Education		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Family & Consumer Sciences		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Physical Education		Multiple	0.00	2.00	0.00	2.00	0	0.00
>	10 - Visual Arts		Multiple	0.00	2.00	0.00	2.00	0	0.00

Expand All Collapse All

Expand the More area to edit the requests.

Save

Under the “Course Requests” link, you will see this screen. You will complete your selections here.

▼ [10 - English REQUIREMENT](#)

Status	Primary Request	Course Descriptions
Approved	1110 - Hon English 2 - Credits: 1 ▼	

If you click on the down arrow next to the subject area, you will see your course approval for the next school year. You may have approvals for English, Math, Science, Social Studies, World Language, Health/PE, and Music.

*****You cannot change your course approvals on your own. Please see your current School Counselor to make a change.*****



10 - English REQUIREMENT

Status

Primary Request

[Course Descriptions](#)

Approved

1110 - Hon English 2 - Credits: 1

To learn more about certain classes, you can click on “Course Descriptions” to read course information.

Course Descriptions

Course

Curriculum

Description

1410 - English 2

The English 2 curriculum continues the application of core skills in the communication arts areas of listening, speaking, reading, writing, and critical thinking, all within a supportive environment. The composition and literature content build upon the skills developed in the English 1 class. In composition, this course emphasizes the varieties of sentence structure, paragraphing, mechanics, usage, and response to literature. Attention is also focused on spelling, vocabulary, and context usage. On the literary side, students study the short story, poetry, non-fiction, a novel, and both a contemporary and a Shakespearean play. This course generally utilizes the same rigorous academic content used in the Academic English curriculum. Students may select the course if they wish to devote additional effort in enhancing, reviewing, and practicing English skills to reach a proficient level.

1110 - Hon English 2

Students undertake a comparative analysis of literature from and about a variety of cultures including classical Greek and Roman as well as medieval, Elizabethan, and modern European. Throughout the course, students continue to develop their writing craft through rigorous practice in various modes supported by a series of writers’ workshops. Honors English II is designed for students interested in a challenging and accelerated study of literature and who intend to advance to Honors or AP English.

Status	Primary Request	+ Course Descriptions
	<input type="text"/>	
	<input type="text"/>	
	<input type="text"/>	

To select your electives, click on the down arrow next to the subject. A separate box will appear. Click the down arrow to see all course options under the specific subject.



Status	Primary Request	+ Course Descriptions
	<input type="text"/>	

- 7403 - Intro to Business - Credits: 1
- 7406 - Microsoft App 1 - Credits: 0.5
- 7410 - Microsoft App 2 - Credits: 0.5
- 7503 - Keyboarding - Credits: 0.5
- 7505 - Prin of Acc 1 (CHS) - Credits: 0.5
- 7605 - Prin of Acc 2 (CHS) - Credits: 0.5
- 7908 - Webpage Design (CHS) - Credits: 0.5

To deselect a course, reset the drop down to the blank option.



> [10 - A W Beattie](#)

If you are going into 10th, 11th or 12th grade, you can choose to attend AW Beattie. You will need to select it as an option. AW Beattie is 3.0 credits. If you want to attend AW Beattie, you MUST turn in an application to the School Counseling Office.

> [10 - AFJROTC](#)

If you'd like to participate in AFJROTC, you can select that option.

> [10 - Technology Education](#)

> [10 - Individual Student Needs](#)

> [10 - Other Options](#)

If you are a swimmer, you will need to add a "Swim Study Hall." You can find that option under "Other Options."

> [10-NCAA Eligibility Tracking](#)

If you play a sport, and you would like to be monitored for NCAA, please select that option. This will NOT count towards your credit count. It is only a notification for your School Counselor.

> School Entered

More	Requirement ▼	Result ▼	Type ▼	Minimum Credits ▼	Maximum Credits ▼	Current Credits ▼	Remaining Credits ▼	Requested Count ▼	Scheduled Credits ▼
>	10 - English REQUIREMENT		Single	1.00	1.00	1.00	0.00	1	0.00
>	10 - Social Studies REQUIREMENT		Single	1.00	1.00	1.00	0.00	1	0.00
>	10 - Math REQUIREMENTS - 10 - Math REQUIREMENT		Multiple	1.00	1.00	1.00	0.00	1	0.00
>	10 - Science REQUIREMENT		Single	1.00	1.50	1.50	0.00	1	0.00
>	10 - Physical Education REQUIREMENT		Single	0.50	1.00	0.50	0.50	1	0.00
>	10 - English		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Social Studies		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Mathematics		Multiple	0.00	1.00	0.00	1.00	0	0.00
>	10 - World Languages		Multiple	0.00	3.00	1.00	2.00	1	0.00
>	10 - Business		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Computer Education		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Family & Consumer Sciences		Multiple	0.00	3.00	0.00	3.00	0	0.00
>	10 - Physical Education		Multiple	0.00	2.00	0.00	2.00	0	0.00
>	10 - Visual Arts		Multiple	0.00	2.00	0.00	2.00	0	0.00

Expand All Collapse All

Expand the More area to edit the requests.

Save

Once you have made your selections, you **MUST** click on the “Save” button in the bottom right corner of your screen.

You can make updates and “Save” as many times as you need until **February 6th**. After that date, you need to see your current School Counselor for changes.

U	0.00
0	0.00
7.00	0.00

Save

There are many columns on the home page; however only use the “Current Credits” column to monitor number of credits selected.

You MUST have a minimum of 7.0 credits and a maximum of 8.0 credits.

***If you would like a study hall in your schedule, you do not need to select “study hall.” If you are at 7.0 or 7.5 credits, you will automatically be enrolled in a semester or full year study hall.

Minimum Credits ▼	Maximum Credits ▼	Current Credits ▼	Remaining Credits ▼
0.00	3.00	0.00	3.00
0.00	3.00	0.00	3.00
0.00	2.00	0.00	2.00
0.00	3.00	0.00	3.00
0.00	3.00	1.00	2.00
0.00	3.00	0.00	3.00
0.00	1.00	0.00	1.00
0.00	3.00	0.00	3.00
0.00	5.00	0.00	5.00
0.00	3.00	0.00	3.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
4.50	47.50	7.00	40.50

TIPS AND REMINDERS

- Continue to check your NA email on a regular basis for any updated information about scheduling.
- If you have any other questions, please contact your assigned School Counselor.



NAVIANCE

- After you have chosen your courses, please login in to Naviance through Tiger ID. A new task have been added for you to complete:
 - Complete 9th Grade Scheduling Survey
- If there are any incomplete tasks, please complete those this month.



THANK YOU!

North Allegheny Intermediate High School
School Counseling Department

