

# COURSE REQUEST GUIDELINES FOR RETURNING STUDENTS

## 2019 – 2020 Academic Year

- **SSA Web Page:** Log in to the Student Portal, click the Senior School tab, and look for the Course Registration box, which contains links to the 2019-2020 Course Catalog and other course request forms.
- **Grade Levels and Yearly Credits:**
  - Form IV - (17 credits minimum / 18 maximum)
  - Form V - (15 credits minimum / 17 maximum)
  - Form VI - (15 credits minimum / 17 maximum)
- In addition to these limitations, you may also request a music performance class (1.5 credits).
- On-line registration will take place April 2<sup>nd</sup>-17<sup>th</sup>.
- **Special Request:** Complete a Special Scheduling Requests Form for any request beyond your credit limit or for a request requiring that a course AND its prerequisite be taken in the same school year. (You are not able to request both Studio Art 3D and Ceramics, for example.) You should request the introductory course online and submit a Special Scheduling Requests form for the upper-level course here: <https://goo.gl/forms/dFIehbfHLu3gFPK23>
- **Form VI Year:** If you have not yet fulfilled your arts or computer science requirements you must register for these requirements in your 17 credit limit.
- **Upper-Form English (Form V and VI students):** When completing the English Upper Form Request form, please rank your requests in numeric order. Form V complete this form: <https://goo.gl/forms/uDdgOMEY5dJGEPVu2> and Form VI complete this form: <https://goo.gl/forms/rLcuvauGWcwrLa3I2>
- The arts requirement of three credits can be fulfilled by any combination of Arts Department courses.
- Regardless of special plans (**Senior Projects, Independent Study, Maine Coast Semester, Rocky Mountain Semester, CITYterm, etc.**) students in Forms V and VI must register for English courses in all three terms.
- Your math and world language courses will be pre-loaded on the online form by the Registrar.
- Remember **to register for PE/Athletics**. PE is not required for the Fourth Form year. See the Course Catalog for form level requirements. If no selection is made on the registration form, the Registrar will make the choices for you.
- Before **June 1, 2019**, changes in your registration are likely to be accommodated. After that date, it may not be possible to make the changes. See Ms. Sewchok to make any changes once you have submitted the online form.
- Some courses are offered in alternating years depending on student requests.
- Visual art classes will be offered during the athletic period. If you are enrolled in certain PEs (i.e. Fitness) or have no athletic commitments, you can take visual arts during the athletic period.
- Rehearsal for drama productions will occur during the athletic period. Participation in Theatre does not earn arts credit.
- **Summer School:** If you plan to attend a summer school other than Shady Side's to take a course which you intend to use in lieu of a Shady Side Academy course (for example Chemistry) or to advance to a higher level, you must receive pre-approval from both the Senior School Dean of Studies and the Department Chair to determine if the Academy will accept the credits. If you are attending Shady Side Academy's summer school, you need not have prior permission.

**If you are enrolled in a summer school course at Shady Side you are able to register for the next class in the sequence. If you have not yet enrolled, you must register as if you are NOT taking the summer school course and your requests will be adjusted when we receive confirmation from the Summer School Office that you are enrolled.**

If you are taking a course at another school, you are not able to register for the next course in the sequence until a transcript is received by the Registrar's Office.

- For help, please refer to the Course Catalog or contact Ms. Kaycee Sewchok ([ksewchok@shadysideacademy.org](mailto:ksewchok@shadysideacademy.org) or 412.968.3133).