

## Enrollment Video 2017-2018

Intro (Show packet)- Hello, we are Mrs. Neldeberg and Ms. Replogle, the counselors at the Junior High! We would like to walk you through scheduling for your next year at the Junior High! Let's begin by going through the enrollment packet you will receive from your current teacher. 7th graders, you will receive this in Cardinal Time. 6th graders, you will receive this from a teacher in your pod.

Your packet will have your name written across the top and will have the name of the team you will be on next year at the bottom.

Parent Letter- (Show first page) The first page is a parent letter.

- Please take the letter home for your parents to read with you and discuss it. You may take the entire packet home for your parents to help you with, but don't forget to bring it back to school to work on with your teacher as well.
- The information in the packet will also be posted on Webb City Junior High Counselors' Website.
- 6th graders have a 2nd page that is a newsletter from their team. 7th graders do not have this page included.

Electives- (Show elective page) The elective page has descriptions for each elective offered.

- Read through the descriptions of each elective to determine which courses you would like to enroll in.
- Talk with your parents about the electives you would like to take.
- Notice that there are some electives you must be nominated and selected for. These are noted on the description page. If you are not selected for those electives, please do not put them on your schedule.
- Band is a YEAR LONG elective that you do not have to be selected for. If you choose to take band, it will take up two semesters of electives on your schedule. If you sign up for Band, you will stay in the class for the entire year. There will be no switching at quarter or semester.
- PE- If you are planning to take PE & Health over the summer, you do not have to put it on your schedule. That will give you two extra semesters of electives on your schedule, for a total of 5 semesters. You must pass both PE & Health in the summer in order to get credit for it. If you fail either class during the summer, you will be enrolled in PE/Health during the school year. Attendance is important in summer school. You may miss no more than **2 days** of summer school in order to pass the class.

Team Master Schedule-

- There is a schedule given in your packet showing what classes are offered each block. You will use this schedule to determine what classes you would like to take and what block you would like to have them. The requirements are listed at the bottom of the page.

- The first column on the left states all of the required classes that you must have somewhere on your schedule. The next column states the elective you may choose from. You will choose 3 semesters of electives unless you take PE/Health over the summer. Then you would choose 5 semesters of electives. Remember that a year long elective counts as 2 semesters. The last column states the classes that require special permission.
- Above those columns is a chart of the schedule. It shows what classes are available each block for you to take.
- For 7th graders: As you can see, we have block scheduling at the junior high. That means your whole schedule stretches over 2 days. You can fill in classes for your White Day and your Red Day.
- The blocks that are darkened out are classes that you do not need to choose. You will automatically be enrolled into a Homeroom and Cardinal Time.
- If there is a line between two classes during the same block, the class on the left is first semester and the class on the right is second semester. If there is no line, that class is the entire year. For example, look at Drama class during White 2. There are two semesters of Drama, that is why there is a line in between them. Now look at Communication Arts. There is no line which means it is a full year class.

#### Practice Enrollment Sheet-

- The practice enrollment sheet is where you will write in the classes you would like to take for each block. You will write in each required class and your three semesters of electives. This sheet has two sides because you will want to make a back-up schedule in case classes close from your first choice schedule.
- The table is set up so that each block is divided into two semesters. If the class you are planning on taking that block is a full year, just write the class name across both boxes. If you want to take Communication Arts during White 2, then write it across both boxes. If the class is a semester class, write your first semester class on the left and your second semester class on the right.
- For example, let's say for White 2 I want to take Digital Leadership first semester and Drama second semester. I will write in Digital Leadership on the left side and Drama on the right side.
- When creating your schedule, think about when specific classes are offered that you really want, and think about the time of day you work best for classes that require more attention and concentration.
- Notice that at the bottom of the page, there is a question regarding Summer PE. Make sure you circle whether you are planning to take Summer PE or not. If you are not taking it in the summer, you **MUST** have it on your schedule.

#### Official Enrollment Sheet-

- Your Cardinal Time or Homeroom teacher will give you a colored enrollment paper (separately from your packet) shortly before enrollment to fill out with the final classes you are enrolling in.
- You will take this colored form to arena enrollment to be signed in to your classes.  
WRITE IN PENCIL AND DO NOT LOSE IT!!!
- If you are on the Thunderbirds team, your colored sheet will be purple. If you are on the Rockin' Redbirds team, your colored sheet will be green. If you are on the Remarkable team, your colored sheet will be blue. If you are on the Clever Cards team, your colored sheet will be salmon pink.

#### Arena Enrollment-

- The arena enrollment process will take place in the Junior High Performing Arts Room during the school day.
- Students with last names L-Z will enroll first this year. Students with last names A-K will enroll after them. You will receive an enrollment number with your name, number, and enrollment group on it.
- You will be dismissed to the PAR according to your number. You will bring your colored enrollment form, walk around to the tables set up in the PAR, and get signed in to each class on your schedule. 6th graders, you will get bused to the junior high to complete this process.
- If a class closes (is full) that is on your schedule, there will be National Junior Honor Society students available to help you switch around your classes to find other ones that will work. Please do not worry, we will get you enrolled in classes and will do our best to work out any problems that arise.
- Please remember that the schedule you create is not absolutely final. At times, problems arise throughout the end of the year and the summer. The counselors and principals have to balance class numbers and sometimes have to make schedule changes based on circumstances that come up.