



Dear Calvary Family:

This document contains important information for putting together your student's schedule for the 2015-16 school year. **Please sit down with your student and carefully go through the process outlined below.** Pay special attention to all of the details in order to help us put together the best possible schedule for your student.

The course request process is done completely electronically. The next page of this document contains instructions for accessing the course request page via RenWeb.

Here are a few points of emphasis to be aware of as you walk through this process.

- I. You have until **Friday, May 1, 3:00 pm** to complete course requests via RenWeb. After this deadline, the webpage will be turned off and you will be unable to view your requests. **You can change your requests and re-save them as many times as you would like until May 1); only your most recent requests are saved.**
- II. \*\*As you make your selections, do your best to make the decision on the level (Traditional, Honors, AP or Dual Enrollment) that you feel is the most appropriate. **You will receive feedback on your selections if a department recommends a different level from the level you selected.**
- III. Teachers/departments will review your requests and be making recommendations on your requests. Teachers will be using current coursework as well as PSAT/PRACT/SAT/ACT test scores to guide their decisions.
- IV. If the department recommends a **lower** level than what you have requested, you will be notified and receive a ***Course Placement Agreement*** by email that must be signed by the student and parent, and returned to our office by the deadline indicated on the agreement. Failing to return the letter will result in the student automatically being scheduled to take the departments recommended class level.
- V. If the department recommends a **higher** level than what you have requested, you will be notified of this recommendation and have the opportunity to change your request.
- VI. **DUAL CREDIT:** Remember, if you are requesting to take a Dual Credit course through SPC (US History or Composition I/II), you must meet the criteria by Friday, May 22. If you have not previously qualified, you will need to take the PERT or show SAT or ACT scores AT SPC. **[LINK TO INSTRUCTIONS](#)**: This process takes time; don't procrastinate!

If you would like to view course descriptions, graduation requirements, and grade level course options please visit the link below to view our Course Descriptions. Most questions can be answered by viewing these documents:

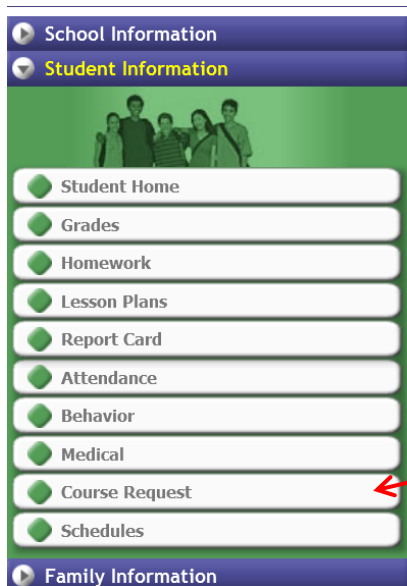
**[COURSE DESCRIPTION LINK](#)**

## ONLINE COURSE REQUEST - 2015-2016 - RENWEB

Each student is to select their choices for the courses desired in the upcoming school year.

You may logon to RenWeb-ParentsWeb either as a parent or student to complete the 2015-2016 Course Requests.

\*\*Students are not guaranteed their selections. You will be contacted if there is a scheduling conflict.



1. On your RenWeb homepage, under Student Information click on **Course Request**.

A screenshot of the online course request form. The form is titled 'Please select courses for your JUNIOR year!' and is located under the 'CALVARY INSPIRING EXCELLENCE: MIND BODY SPIRIT' header. The form contains several dropdown menus for selecting courses: Bible II, English III, Math, Science, Second Science, Social Studies, and Spanish. There are also sections for Computer and Health, and a section for selecting four elective courses. A red arrow points to the 'Math' dropdown menu. At the bottom of the form, there is a 'Save' button and a link to 'Course Descriptions'. A red arrow points to the 'Save' button.

2. Read instructions and notes, then click on dropdown arrow to view course listings and make your selection.

3. Click on the **SAVE** button to submit your course requests.

**NOTE:** If you submit your requests more than one time, the 2<sup>nd</sup> submission will override all selections in the 1<sup>st</sup> submission.

4. Contact Mrs. Peabody if the course you wish to request does not appear.