

**Window for Class of 2018:** Opens Tuesday, May 16<sup>th</sup> at 11:30am and closes Friday, May 19<sup>th</sup> at 3pm

**Window for Class of 2019:** Opens Thursday, May 18<sup>th</sup> at 11am and closes Friday, May 19<sup>th</sup> at 3pm

<b><u>Help Labs:</u></b>	<b>Wednesday, May 17<sup>th</sup> Class of 2018 only</b>	<b>12:30-3pm</b>
	<b>Thursday, May 18<sup>th</sup> Class of 2018 only</b>	<b>8-11am</b>
	<b>Class of 2018 and 2019</b>	<b>12:30-3pm</b>
	<b>Friday, May 19<sup>th</sup> Class of 2018 and 2019</b>	<b>8-11:00am and 12:00-3pm</b>

### **General Tips:**

1. ALL seniors must have a full credit of Math or Science during their senior year. No exceptions. This is a graduation requirement!
2. Be sure you have 18 classes.
3. Make sure that you keep required classes in your schedule (for example: Language Arts, Science, Math, and Social Studies).
4. Make certain you have completed the prerequisite requirements by checking the Course Offerings Book [http://www.behs.besd.net/courseofferings/current\\_CourseGuide.pdf](http://www.behs.besd.net/courseofferings/current_CourseGuide.pdf).
5. Do not repeat a course that you have already taken. For a list of repeatable classes, see: [http://www.behs.besd.net/courseofferings/Current\\_GuideBook.pdf](http://www.behs.besd.net/courseofferings/Current_GuideBook.pdf)
6. Seniors who are requesting parent release need to be aware that this option is only available 1<sup>st</sup>/6<sup>th</sup> hours. Put a class in there that you are willing to drop and complete the Parent Release Form and turn it in no later than Friday, May 19<sup>th</sup> at 3pm!
7. Seniors who have Teacher's Aide need to see the registrar, Janna Olsen, when you know what hour you can fit the Teacher's Aide class in to your schedule. You must have your TA card from the teacher and turn it in before a TA class can be added.
8. Locked classes must be changed by the registrar, Janna Olsen.
9. All two trimester classes must have an A before the B except U.S. History. U.S. History **can** have the B before the A or even both A and B the same trimester.
10. Students who plan to graduate early, you must select 18 classes. Classes can be dropped as you qualify for graduation. Select classes you are willing to take if you do not graduate early.
11. Dental Classes: BBCC (Brigham City) should be **PM** only. BATC (Logan) should be **AM** only.

### **Cancelled Classes-the following classes have been cancelled**

Water Safety Instruction

Interior Design II

Advanced Web Page Design

Leadership Principles

PLtW Computer Science Application A & B

Theater Foundations I & II (most of the student have been moved to Theater III)

USU Civil Humanities

USU Hist 1700 American Civilization

## **BEHS Online Class Change Instructions:**

1. Login to your student passport using your school login.
2. Select Scheduling on right hand column.
3. Review current schedule as posted on the left and identify any holes in your schedule.
4. Research class opportunities by searching course options as you scroll down the page. **DO NOT DROP A CLASS UNTIL YOU ARE SURE IT CAN MOVE!** Before dropping a class that you wish to move to another period, make certain the course can be moved and that there are seats available.
5. Request the class by clicking on the course title.
6. Request the class by selecting the trimester and class period (T1,2,3: 1-6 per).
7. If the course fits in your schedule, click save; if you decide you do not want it, click cancel. You may also be given an option to replace the existing course in the period.
8. Once you have selected a class and clicked save, your schedule is set.

## **Search Tips:**

1. For a specific class period and trimester, type t2 period:4 (ex. trimester 2 period 4) in the search box.
2. To find a specific course, type in the first two or three letters of the course name in the search box.