



Organizing a Counseling Department

Course Programming Timeline

A sample protocol and timeline from Westinghouse College Prep's Counseling Department for programming students for class schedules.

Course Programming Timeline

Sample from Westinghouse College Prep

Protocol:

One Month before Programming

Computer labs should be scheduled by grade level for 9th, 10th, and 11th grade students. One day will be allotted per grade level. Students will take part in programming during their Physical Education classes (9th and 10th grade) and Social Studies classes (11th grade). Teachers should be notified in advance regarding the programming schedule.

One Week before Programming

Students should review the graduation requirements in Advisory.

During Programming Sessions

1. Counselors review the course options by grade level and then program (schedule) with the class. Each student should create a schedule for the next school year.
2. Once students have completed schedules, they should see their respective Counselor or any available Counselor to review the selections. Counselors should make sure that students have all necessary classes by checking the student transcripts.
3. Once the Counselor has reviewed the program and the transcript together, he/she should double check graduation requirements are being met.

Student Prerequisites by Grade:

Rising 10th Grade Students

- Elective courses are not available for 10th grade students
- Each student must take the following courses:
 - English II (unless previous English credits have been earned)
 - Chemistry and Intro to Engineering Design
 - Advanced Placement (AP) World History or World Studies
 - Geometry and/or Algebra/Trigonometry (for accelerated math students only)
 - Physical Education II/Driver's Education or JROTC

Selective Enrollment:

- Students should continue their World Language course.
- Students should take their first or second year of Fine Arts.
- AP Environmental Science may be available to a small number of Selective Enrollment students who will take the course in addition to Chemistry in lieu of Fine Arts (with teacher permission only).

College-To-Career:

- College-To-Career students (non-Medical) will begin their College-To-Career Program in 10th grade and must sign up for the corresponding course.
- Medical students will continue the second year of their program and must continue their World Language course.

Rising 11th Grade Students

- Elective courses are available to Selective Enrollment juniors
- Each student must take the following courses:
 - English III or Advanced Placement Language and Composition
 - Physics (Any additional AP Science or Engineering courses must be taken in conjunction with Physics.)
 - United States History
 - Advanced Algebra/Trigonometry or Pre-Calculus (for accelerated math students or students enrolling in Pre-Calculus over the summer only)
- If students are not enrolled in AP, College-To-Career, JROTC, Anatomy & Physiology, or on a varsity athletic team for one full season: Encourage them to take a 3rd year of a Physical Education course (including dance or weight lifting).

Selective Enrollment:

- Students are strongly encouraged to continue their World Language course.
- Students should complete the Fine Arts requirement, if possible.
- Students can select one or two elective courses depending on whether the Fine Arts requirement is complete.
- Students cannot sign up for College-To-Career courses.

College-To-Career:

- Students must make sure to either start their World Language course or start their Fine Arts course.
- Accounting students should take Accounting I and Economics.
- Broadcast students should take Broadcast II and Graphic Arts.
- Information Technology students should take Relational Database I.
- Medical students should take Medical Health I and World Language.

Rising 12th Grade Students

- Multiple elective courses are available to Selective Enrollment and College-To-Career seniors.
- Each student must take, or is encouraged to take, the following courses:
 - English IV or AP Literature and Composition
 - Pre-Calculus, AP Statistics, or AP Calculus
 - Any of the 12th-grade science courses (recommended to be competitive with other high school graduates)
 - Any of the 12th-grade Social Studies options (recommended to be competitive with other high school graduates)
- If students are not enrolled in AP, College-To-Career, JROTC, Anatomy & Physiology, or on a varsity athletic team for one full season: encourage them to take a 4th year of a Physical Education course (including dance or weight lifting)

Selective Enrollment:

- Students are encouraged to take a 4th year of a Language course.
- Students must be sure to complete all Chicago Public Schools graduation requirements.

College-To-Career:

- Students must finish their World Language or Fine Arts requirement.
- Students will take a double period course to fulfill their College-To-Career senior year requirement.
- Medical students may need to take two Fine Arts courses as a senior.
- Students can sign up for additional advanced courses by opting out of a 4th year of Science, Social Studies or Math course.