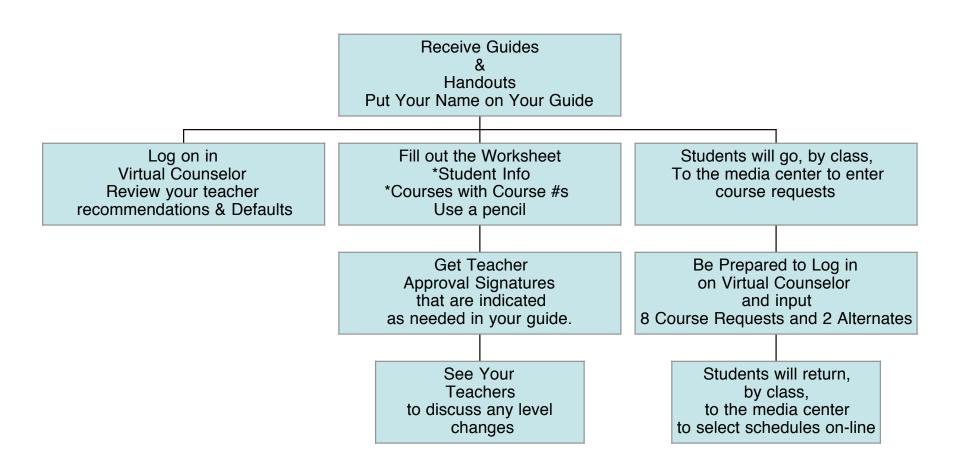
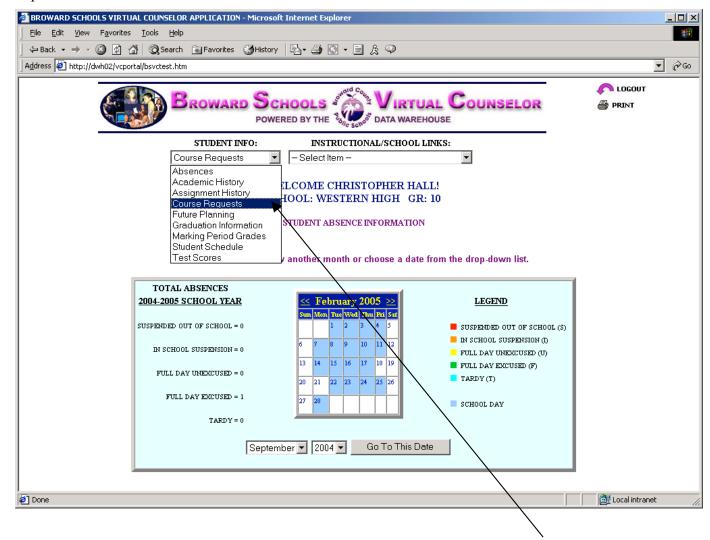
## Virtual Counselor Student Scheduling Student Actions

## What will Happen

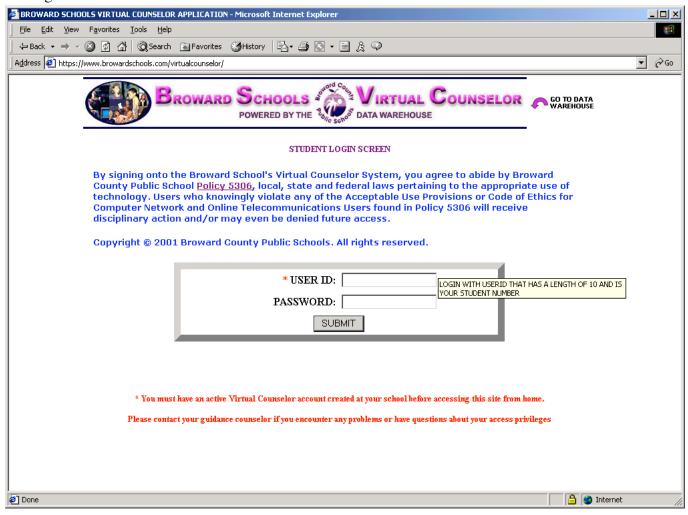


#### **❖**Course Request

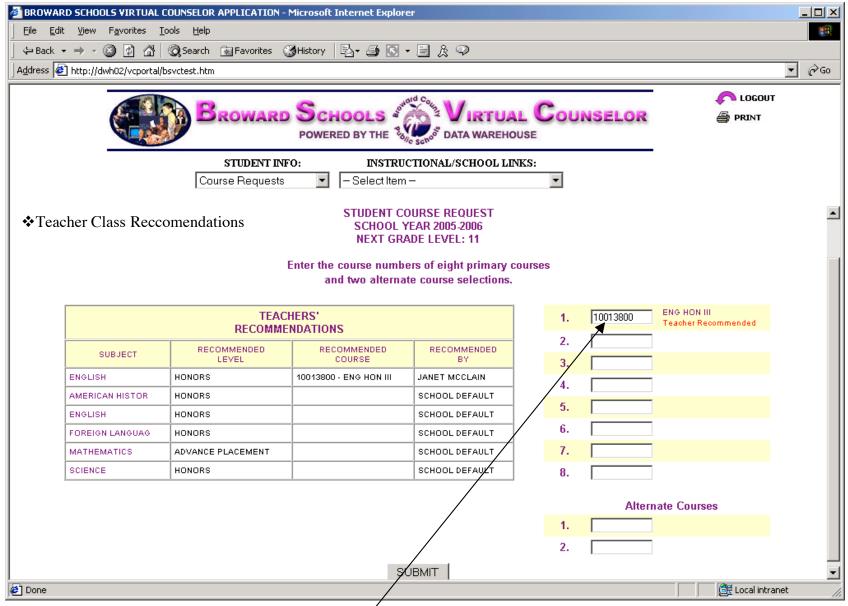


To display next year's course request selection screen choose Course Requests from the dropdown box.

#### ♦ How to Login



- ➤ When you are asked to log in you will use:
- Your student number (the one beginning with 06)
- ➤ Your password will be your birth day, birth month, birth year (i.e. June 10, 1987 would be 06/10/1987.) Note that since June is represented by only one digit you must put a 0 in front of the six. Likewise, any month or day that is only one digit must have a zero placed in the front.
- ➤ You will find "Course Requests" under the Student Info menu.



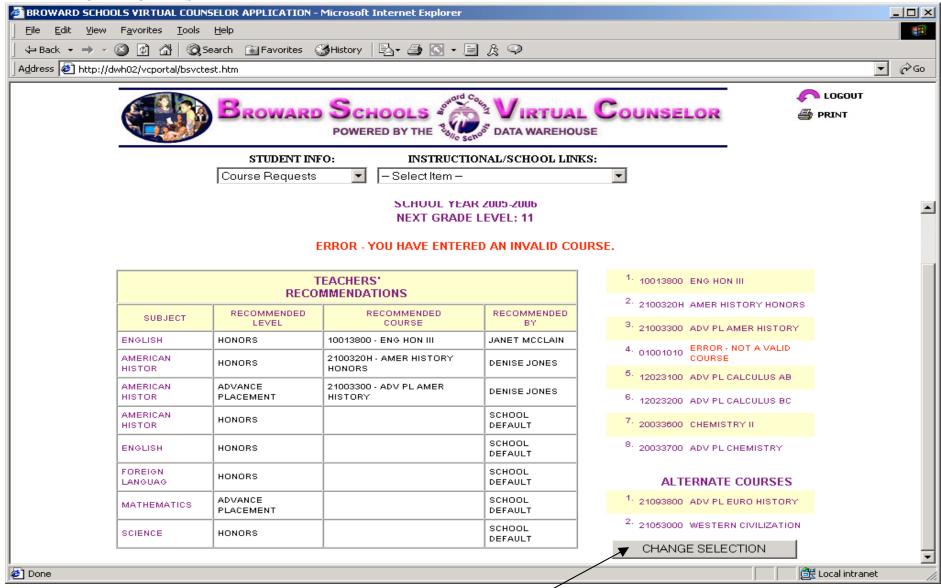
- >The student will see their teachers' recommendation's for the next school year.
- ➤ The recommendations will appear by subject area.
- If a course was recommended it will appear in the course list.
- The student may choose to take the recommended course or the student can decide to take another course by typing over the course number.

### Lab Visits

- 3/29-3/30 Junior Lab Course Selections
- 3/31-4/4 Sophomore Lab Course Selections
- 4/5-4/7 Freshman Lab Course Selections
- 4/11-4/13 Junior Lab Schedule Selections
- 4/14-4/19 Sophomore Lab Schedule Selections
- 4/20-4/25 Freshman Lab Schedule Selections

NOTE: This Schedule is Subject to Change

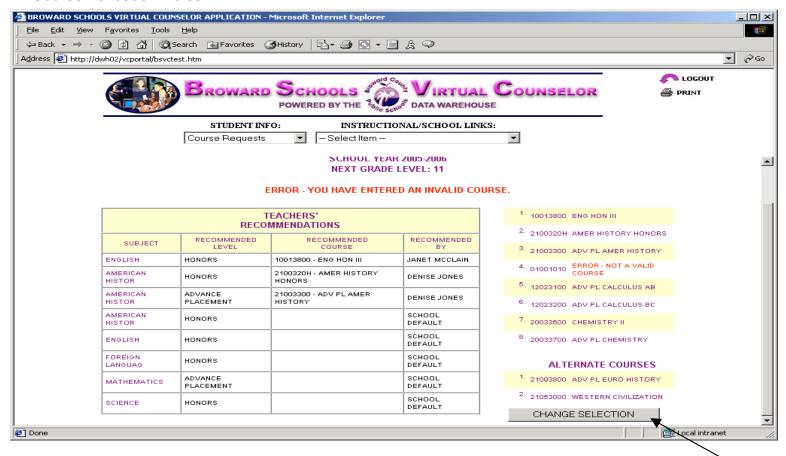
#### **❖**Correct Course Selection



- >The student's course selections are then validated.
- >If an error has occurred the student may go back to correct his/her course entries by clicking on the CHANGE SELECTION button.

The Curriculum guide will give you 7 digit numbers for most courses. Unless told otherwise by an teacher or counselor make the 8th digit zero.

#### Course Validation Rules



The student's course selections are then validated.

If an error has occurred the student may go back to correct his/her course entries by clicking on the CHANGE SELECTION button.

Examples of the course validation rules are:

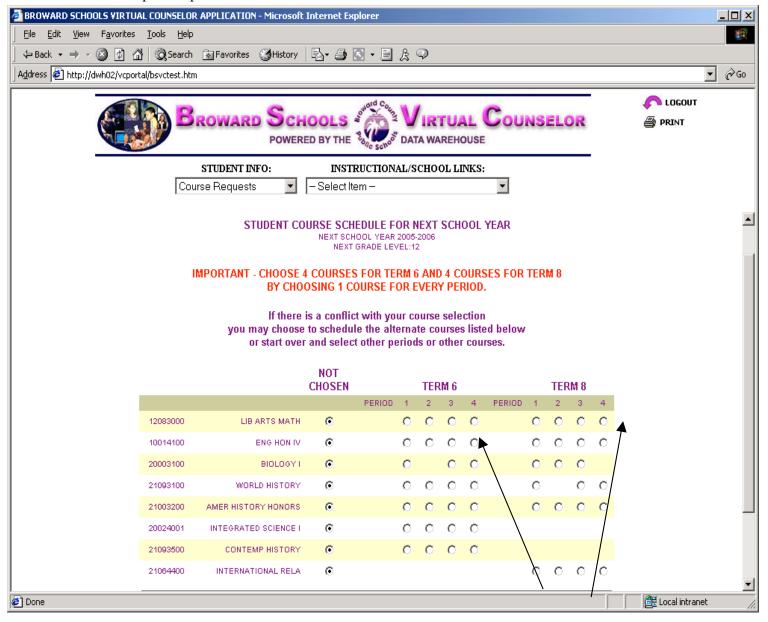
- 1)The student must register for eight courses and two alternate courses.
- 2)The student must register for an English course.
- 3)An incoming 9th grader must register for an English, Math and Science course.
- 4)The student must register for a course that is offered for their grade level.
- 5)The student must enter a valid course number.
- 6)The student must not register for more than two PE courses.
- 7) If a course is paired with another course for a full year the student must enter the two course numbers.
- 8)Student CANNOT opt-out of locked courses.

#### **❖**Saving



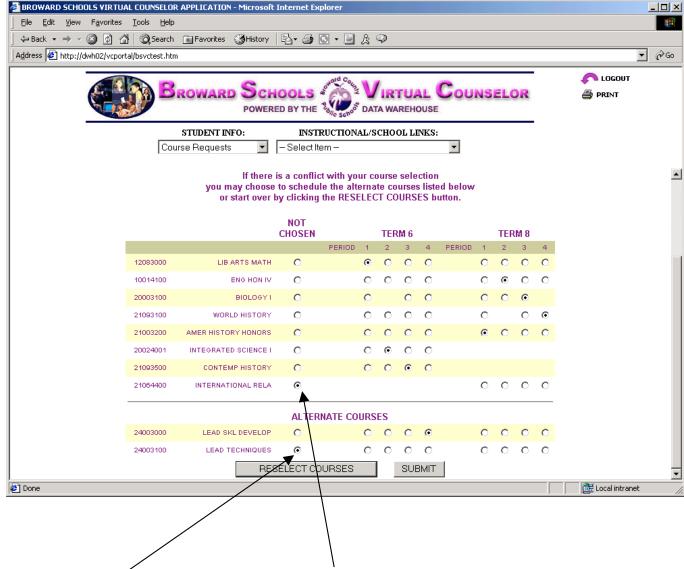
Once there are no errors in the course selections, the student will need to click the SAVE button.

#### ❖ Schedule courses for specific periods



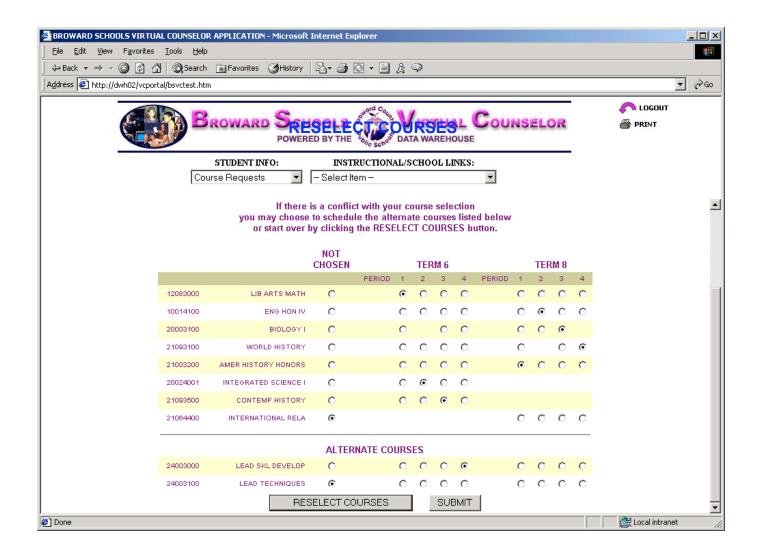
- •This student will now schedule his/her classes by Period within TERM.
- •The student must schedule 4 courses for TERM 6 and 4 courses for TERM 8 by clicking in the buttons under the period.
- A button will not appear if the course is closed or not offered for that period.

#### ❖Choose to schedule an alternate course



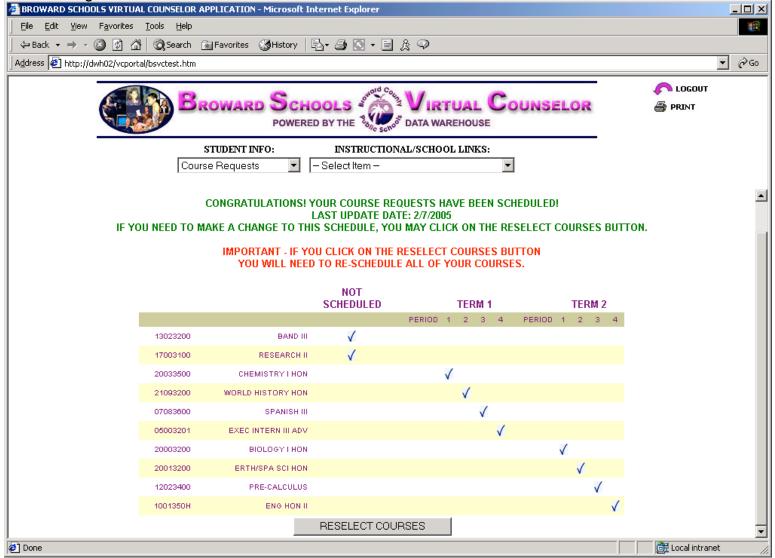
>If the student has a conflict with their schedule the student can choose to schedule an alternate course in its place.

The student must click in the NOT CHOSEN column to "deselect" the course and then click the period of the alternate course.



If there is a conflict while scheduling the courses, the student has the option to click the RESELECT COURSES button which will bring the student back to the Course Selection screen to change their course selections.

#### Confirmation Page With Selected Courses



- A confirmation page will display with the courses, the date and time of the update.
  - If the student decides to change a course or schedule they may do so by clicking on the RESELECT COURSES button.
- This button will bring the student to the course selection screen and will release all of the seats that have been reserved for him for his schedule.
- The student will then need to reschedule all of their courses.
- The student can log back into Virtual Counselor to change their course requests until the Guidance Counselor approves their requests.
- At that time, the student will need to speak to their Guidance Counselor for any additional changes to their schedule.

#### How the FCAT Affects your Course Selection

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Students: These course selections may be modified due to availability of course/teacher or due to S.B. 1956 requiring mandatory remediation of students who are substantially deficient as identified with their latest FCAT scores.

## Window of Change Option

Students will be able to edit or change their selections outside the lab setting once they have been to the lab.

Juniors will have a window of 3 days (4/11-13) to schedule electives before Sophomores are allowed to start their schedule selection process.

Sophomores will have a window of 5 days (4/14-19) to schedule before Freshmen will start their schedule selection.

(Note: After lab dates all students may continue making changes until Counselors begin Schedule approvals, approximately May 1)

# Scheduling of Classes will be First Come, First Serve

SO

BE READY!!