



American Fork High School Registration Packet

 Master Schedule (Student Copy) 23-24



 *AFHS Course Catalog 2022-23 for webpage*



[Arena Scheduling Tutorial Video](#)



Registration and Class Change Information

Our Goal: Students will have a complete schedule with appropriate class placement and will be ready to participate in classroom instruction the FIRST day of school.

Arena scheduling gives students the opportunity to choose their own schedule. However, choice always comes with responsibility. Each student must take responsibility for registering for a full schedule and communicating with their counselor when they have questions or need to make a change.

- Counselors will check schedules for appropriate math placement, graduation requirements, and other recommended courses. If a change is necessary, the student will be contacted.
- **If you do not complete your schedule ... your counselor will!**

What if I need to make a change over the summer?

- Class changes will not be made over the summer. The Class Change Google Form will open and be emailed to students on Monday, August 7th. This Google Form will close on Monday, August 21st. Students have until then to submit their class change requests.
- **Starting August 7th**, when the Class Change Google Form opens, a class change fee of \$5 will be assessed. Students who want to avoid the \$5 class change fee will need to email their counselor prior to the end of the school year with any class change requests.
- Please understand class change requests may be denied since many classes will be full.

**LAST day to submit class change requests through the Google Form:
*Monday, August 21st, 2023***

At the beginning of August, counselors will be back in the office but will be focused on registering NEW students. Counselors will NOT be available to make appointments to discuss class changes.

August 16th and 17th (first 2 days of school): All students are expected to be in class. If there is a circumstance where a class change is needed, students need to submit a request through the Class Change Google Form. No appointments will be scheduled for class changes.

Class change requests made after the first four days of school should be exceedingly rare. If there are extenuating circumstances, please email your counselor.

ON-LINE REGISTRATION PROCEDURE

Current AFHS students will be registering for the 2023-2024 school year at AFHS through the arena scheduling student access portal of the "Skyward" program. The following information will guide students through this process.

Next Year's Senior Class Registration Opens: Monday, March 20th @ 3:30 pm

Next Year's Junior Class Registration Opens: Wednesday, March 29th @ 3:30 pm

Next Year's Sophomore Class Registration Opens: Wednesday, April 26th @ 2:30 pm

Computer Access to Arena Scheduling: All students will be able to login and create their next year schedules from any computer with internet access.

Login Using your assigned Student Skyward login and password- Using a Parent's Login will not give access to the Arena Scheduling portion of Skyward

Once you are logged in to your student profile, click the link on the left side under **Arena Scheduling**. You will then see next year courses (i.e. 2023-2024). Once the system is active **ADD** buttons will appear on the left. Proceed with adding your schedule.

The following classes cannot be added by students in Arena Scheduling:

1. **Audition/Application only classes** (Band, Choir, Yearbook, Latinos in Action etc.)- Place an *elective* that can be easily dropped during the class period you wish to take this class. Courses will be added by the counselor or registrar once teachers provide the list of students who have made it into their class.
2. **Teacher's aide** - the student needs to bring in a TA form (which can be picked up in the counseling office) signed by a teacher in order to add a TA period. A student can only be a TA once per semester.
3. **Internship** - students need to have a CTE class related to their internship placement, and need to fill out the Internship Application. Mrs. Brady will provide counselors with a list of students who have been approved for internship with the class periods that Internship should be added to their schedule. Students must be a junior or senior to apply to do an Internship.
4. **Sports Conditioning Class**- Students need to have their coach sign a Conditioning class form, and turn the signed form in at the Counseling Office to have that class added to their schedule.
5. **Academic Study**- This study period in the Library is available to students who are enrolled in at least 2 AP *or* Concurrent Enrollment classes. Email your counselor after your schedule is complete to request being added to this class.
6. **Release Period- Seniors only**- needs to be 1st or 4th period. Contact your counselor if you are interested in a release period. If you qualify for a release period, your counselor will give you a *Release Form* that needs to be signed by both the student and the parent, and then returned to the counselor. Students with a release must leave campus during their release period.
**Students MUST be ahead on credits towards graduation in order to have a release period*
7. **MTECH**- Students need to go to the MTECH website (mtec.edu) for details about the program of interest. We advise that students meet with a MTECH counselor to learn about programs, MTECH registration procedures, ask questions, etc. It is recommended that you complete a full schedule at AFHS during arena scheduling (register for elective classes during the class periods you plan on being at MTECH). Once enrolled in an MTECH program, send your counselor enrollment confirmation and they will add it to your schedule.
8. **UVU Live Interactive Courses**- meet with Tessa Simpson, our UVU coordinator in Room 44B for help registering for these classes. She will send our registrar a list of students taking Live Interactive classes, and our registrar will add them to the student's AFHS schedule.

Frequently Asked Questions About Registration

Is the class a year long or a semester? If a class is listed twice in the box on the master schedule, it is a semester long class. If it is only listed once, it is a year long.

How do I register for both semesters of a class? If a class is a year long, Skyward will ask you if you want to register for the second semester during the same class period. In most cases, you should do so. If you need to take the course during a different class period for the second semester, you may do so as long as you take it with the same teacher.

Why are there more seats filled in one semester of a year long class than the other? Some students may be registered for a different class period each semester. The class is considered full if there are no seats left in one of the semesters.

How do I register for a sport? You cannot register for sports on Skyward. Only a counselor can register you for sports. You will need to pick up an athletic conditioning form from the counseling office, have the coach sign the form, and return it to the counseling office.

How do I find Seminary in Arena Scheduling? Enter Seminary in the field for teacher name.

Why can't I see some of the sections of a class? You may need to click the single arrow at the bottom of the screen to go to the next page.

How do I register for Driver's Ed.? Driver's ed. is not taught during the school day. It is only offered after school or during the summer. Go to the main page of the AFHS website. Click on Driver's Ed which is found under the "Popular Resources" heading for information on how to register for Driver's Ed.

How do I know which math class to take? You should take the math class your current math teacher recommends for you. If you disagree with the recommendation, please come to an agreement with your math teacher before registration. Please note that honors math is now titled math E (extended topics). See the course descriptions listed in the course catalog for more information.

What if I auditioned for a class or team and I haven't been told if I made it? If you are applying, auditioning, or trying out, put an elective class in this class period for now. DO NOT put a core class in this place. If you get accepted, your counselor will replace the elective with the new class. If you are not accepted, you will keep the elective, so be sure it is a class you will be happy taking. We recommend you do not leave this class period blank. If you find later you were not accepted, most electives will be full and you will be left with minimal choices.

How do I register for concurrent enrollment classes? Register for the class as you normally would in Arena Scheduling. You will then need to apply to UVU as a Concurrent Enrollment Student (if you haven't done so already) and then register for the class through UVU and pay tuition (usually done the first week of the class).

***There is an application process for English 1010/2010 and Math 1010/1050. These classes will not be available for registration in Arena Scheduling.*

Why is there a class in my schedule before registration? If you have been recommended for a help class (English Language Learner, Modern Math, classes to fulfill IEP goals etc.) your counselor will add the class to your schedule. If the class is offered a different time and you would like the class moved, please email your counselor.

Why can't I see Arena Scheduling when I log in to Skyward? Be sure you are using the student's log in, not the parent's. You must also be routed in Skyward to attend American Fork.

Why does my Skyward account say I am not attending American Fork next year? If you live in American Fork boundaries, your account should point you towards American Fork High School. If you live outside American Fork boundaries, you must submit an out of area request (found on the AFHS website). If you currently attend a charter or private school, and live within American Fork boundaries, you must complete the new student online enrollment application (found on AFHS website). You can see school boundaries on the Alpine District website. Call the counseling office for more information on this process.

What if a class I want to take does not appear on Arena Scheduling for me?

Some classes may not be taken more than once. There are also classes that are only available to certain grades. If you don't believe either of these restrictions apply in your case, email your counselor and they will help you.

Can I log in to Arena Scheduling before the appointed time? You will be able to see Arena Scheduling before the scheduling time begins. You will see everything except the add buttons. The add buttons will not appear until the appointed time. If you log in to your account just before that time, continue to refresh the browser until the add buttons appear.

What if I do not get the teacher or class I wanted? We cannot overfill classes. We guarantee you will get the classes you need for graduation.. We cannot guarantee you will get the teachers or electives you want. Keep checking Skyward. As students are accepted into audition classes or register for MTECH, they will be dropping classes and rearranging their schedules. The class you want may have an opening later.

What if I didn't get a class I need for graduation? Your counselor will make sure you have the classes needed for graduation. Please do not panic. Send your counselor an email, and they will help you.

How can I see the classes I have registered for? On Arena Scheduling, click the red link that says *view and print schedule*.

AFHS 4-Year Planning Sheet (Diploma = 28 credits)

[A full schedule can fit 8 credits. Seminary *does not* give any credit toward an AFHS diploma]

Course Subjects	9th Grade	10th Grade	11th Grade	12th Grade	Total Credits
Language Arts (1 year = 1 credit)	English 9 or 9H (1 credit)	English 10 or 10H (1 credit)	English 11 or 11H AP Literature AP Language (1 credit)	English 12 AP Literature/Language English 1010/2010 Lang. Arts electives 3rd yr World Language (1 credit)	4 credits
Science (1 year = 1 credit)	Biology or Earth Science (1 credit)	Core Science or Elective Science (1 credit)	Core Science (if needed) or Elective Science (1 credit)	<i>*If you take a 4th science, it counts as elective credit.</i>	3 credits
Math (1 year = 1 credit)	(1 credit)	(1 credit)	(1 credit)	<i>*If you take a 4th math, it counts as elective credit.</i>	3 credits
Social Studies (1 semester = .5 credit) (1 year = 1 credit)	World Civ (.5) Geography (.5)	Social Studies elective choice (.5)	US History (1.0)	Gov & Cit (.5)	3 credits
Art (1 semester = .5 credit) (1 year = 1 credit) <i>*Art credit can be earned in any grade level.</i>					1.5 credits
P.E. & Health PE Participation Skills (.5) PE Fitness for Life (.5) Health (.5) PE Activity (.5) <i>*PE Activity credit can be earned in 10th-12th grade.</i>	Participation Skills (.5)	Fitness for Life (.5) Health (.5)			2 credits
CTE (1 semester = .5 credit) (1 year = 1 credit) <i>*CTE credit can be earned in any grade level.</i>					1 credit
Digital Studies (1 semester = .5 credit) <i>*see list of course options</i>					.5 credit
Financial Literacy (1 semester = .5 credit) <i>*This course may be taken in 11th or 12th grade.</i>					.5 credit
Elective Credits <i>*any courses taken in addition to the above requirements.</i>					9.5 credits

AFHS Arena Scheduling Planning Sheet

		1 st Semester		2 nd Semester	
Day	Period	Course	Teacher	Course	Teacher
A Day	A1				
	A2				
	A3				
	A4				
B Day	B5				
	B6				
	B7				
	B8				

You will have more success creating a schedule on Skyward Arena Scheduling if you plan ahead. Make sure you use the online Master Schedule*, Course Catalog*, and AFHS Course Options* list to plan your schedule for next year. Full-year classes should be kept the same class period throughout the year, when possible. If you have to move it to a different period 2nd semester, you must keep it with the same teacher. Make sure you create a *full schedule* for both A days and B days.

Classes I need for graduation

Class Period Options*

Other Classes/General Electives

Class Period Options*

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8

A1 A2 A3 A4 B5 B6 B7 B8