

# **Westlake High School Success**

**Information for Parents and Students**

# High School Success

## Purpose:

To develop youth with the knowledge, skills, and abilities (dispositions) to become successful, independent adults (College and Career Ready).

## How:

### I. Be Here

- Attendance matters. Cooperative engaged learning is a focus in every classroom, every day; and it significantly improves every aspect of learning, retention, and application.

### I. Be Engaged

- Find a sport, an activity, an organization, a cause, in which the student is interested and get involved and contribute.

### III. **Communicate and Connect**

- Encourage students to regularly communicate with their teachers.
- Establish the daily habit of talking with students about their various school and friend experiences: accomplishments, concerns, and challenges.
- When needed, talk and collaborate with your student's teachers (parent involvement is essential to student success).
- Regularly review information on Skyward and specific teacher websites (trust but verify).
- Celebrate success at every level.

#### **IV. Use and Leverage the Resources Available at the School**

- We have amazing faculty and staff, ready and willing to provide specific help and support: administrators, counselors, teachers, advocates, specialists.

#### **V. Minimize Distractions and Interruptions**

- When a student does school well (academics, extracurriculars, social), it takes at least 40 hours a week.
- Everyone loves a great family vacation, but taking a week off in the middle of a term can really put a student at a disadvantage.
- We all concentrate and learn more effectively when we are able to study and work in an environment that is free from interruptions and distractions. Students need both the tools and the environment for effective study, learning, and work.

## VI. Numbers Matter

- Two numbers are especially important in high school: GPA and ACT score.
- Grades really do matter; and earning a good GPA will build confidence and competence in your student.
- We recommend taking advantage of our school-based ACT prep classes and the State approved, free online prep resource called *Shmoop*.
- Taking the “hard” classes and doing well in them is the best way to prepare for doing well on the ACT and in college.
- Plan to take the ACT at least twice--once in the spring of Junior year and again in the fall of Senior year.

# Attendance

Attendance is taken the first few minutes of class

## Tardy

- Tardies (T) will be the responsibility of the student to ensure his/her teacher has marked it correctly. After 20 minutes of class time, a student is considered absent and must have an admittance note from the office to enter class. Students are allowed three tardies, per class, per term.
- **Upon the 4th tardy, the letter grade in that particular class will change to an NC (No Credit) until tardies are made up either through the specific teacher in that class or Attendance School. Past tardies may not be excused.**

## Absence

- It is the responsibility of the student to ensure his/her teacher has marked an absence correctly.
- **One unexcused absence** by a student, at anytime in the term, will be a grade change to an **NC (no credit)**.
- **As per Alpine School District policy, parents have 10 days to excuse absences for their student(s).**
- Parents may send a note with their student or email the attendance office at [westlakeattendance@alpinedistrict.org](mailto:westlakeattendance@alpinedistrict.org) within the 10-day time period to excuse absences.
- Absences not excused by a parent within the 10-day time period will require a meeting with an administrator to resolve the attendance issues.

# Truancy

- Students will receive a truancy (Y) when they leave a class without the teacher's permission or are not in the class they are scheduled to be in; and **an NC will result.**
- A truancy may not be excused by parents and must be made up either through the specific teacher in the class where the truancy occurred or attendance school.

## Teacher Makeup for Tardies or Unexcused Absences

- Teachers will have set times before or after school for students to come in and receive help while making up attendance.
- Students will not be allowed to make up that NC with any other teacher.
- Once attendance has been made up, the teacher will notify the attendance office; and the change will be made.
- **Teacher makeup is due 1 week before the end of each term.**



# **Weekly Attendance School**

**\*Always communicate with teachers FIRST for “teacher makeup” on attendance issues BEFORE attending attendance school**

- Tuesday, Wednesday, Thursday**
- Morning 6:15-7:15 in C141 or Lecture Hall--Free**
- Afternoon 2:30-3:30 in Attendance Office--\$5.00**
- NO iPods, video games, phones**
- Bring homework or reading materials**
- Be prompt – door will lock at start time**

# **Time for Truancy, Absence, and Tardy Makeup (NCs)**

**1 hour = 1 unexcused Absence**

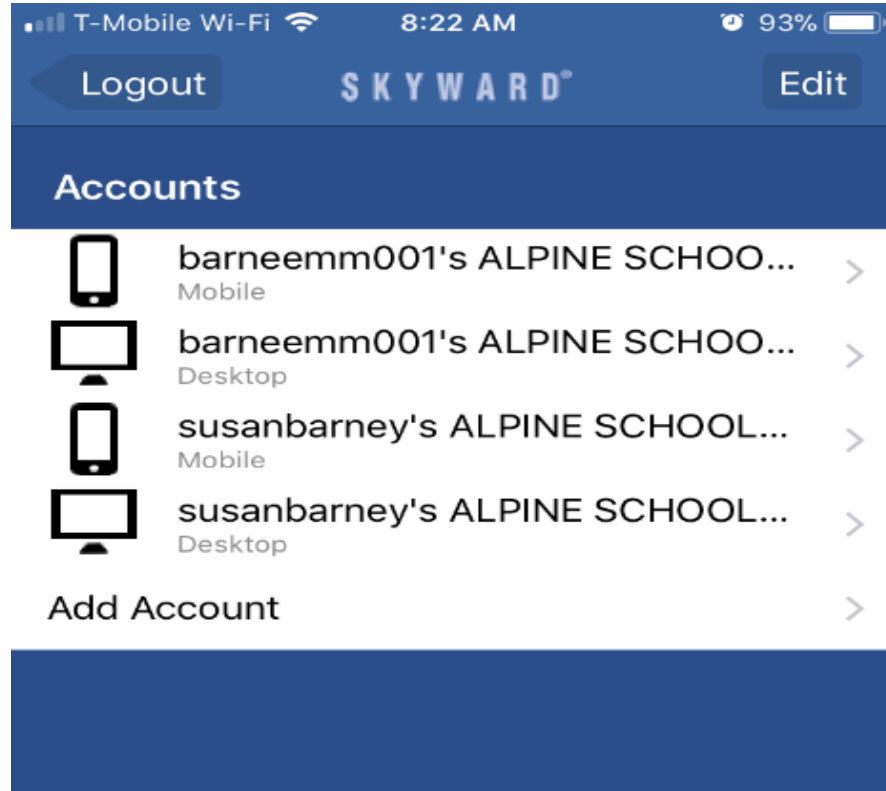
**.5 hour = 1 Tardy**

**2 hours = Truancy**

# How to Find Your Westlake Attendance Makeup Hours or WAM Hours

**\*ONLY STUDENTS CAN ACCESS THIS INFORMATION ON THEIR STUDENT LOGIN**

1. Go to your Skyward App or desktop computer and click on the **desktop** version.



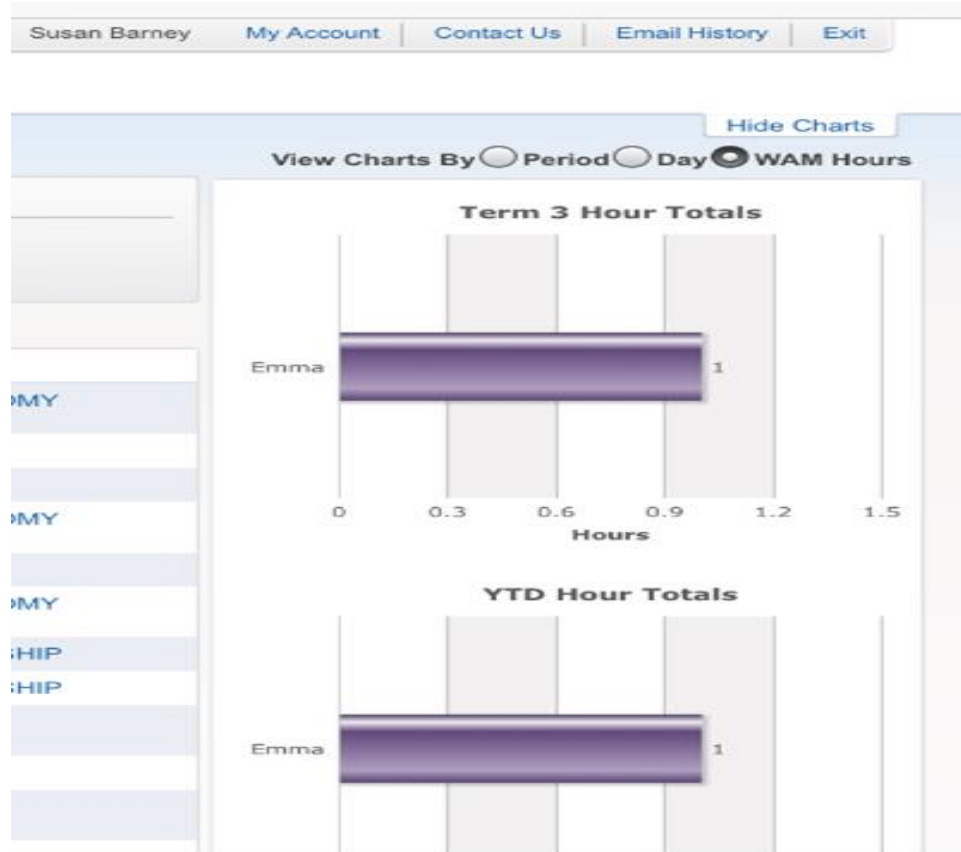
2. Go to the **attendance** tab and click on it.

The screenshot shows the Skyward mobile application interface. At the top, the status bar displays the time as 8:22 AM and the URL as skyward.alpinedistrict.org. Below the status bar is a navigation menu with a '+' icon and the title 'Attendance'. The menu items are: Home, Attendance (highlighted in blue), Arena Scheduling, Calendar, Gradebook, Student Info, Schedule, Test Scores, Graduation Requirements, Academic History, Portfolio, and Login History. The main content area shows a table with the following data:

Attendance	
2018	Extra-curricular Activity
2018	Check In/PM Present
2018	Check In/PM Present
2018	Check In/PM Present
18	Pre-Approved Excused Absence
018	Excused Absence
018	Pre-Approved Excused Absence
018	Pre-Approved Excused Absence
018	Excused Absence
ue Feb 6, 2018	Pre-Approved Excused Absence
Mon Feb 5, 2018	Pre-Approved Excused Absence

3. Scroll over to the **right top corner** and press on the **“WAM”** hours icon.

**\*This will let you know how many hours you need to makeup to clear your NCs**



# Student Advocates

- The role of Student Advocates is to help students succeed academically and stay on track for graduation. Students are assigned to an Advocate based on their last name. They work together with the corresponding Administrator and Counselor over that portion of the alphabet.
- Advocates use grade and attendance reports to identify individual students, within their alphabet, who have failing grades or poor attendance.
- Once “struggling” students are identified, Advocates will work with Administrators and Counselors to identify what interventions can be put in place to help that student succeed.

# Access Student Information in Skyward Main Screen

The screenshot shows the Skyward Family Access main screen for user Blythe C. Butler. The browser address bar shows the URL: <https://skyward.alpinedistrict.org/scripts/wsisa.dll/WService=wsEPlus/sfhome01.w>. The page header includes the Skyward logo, the user name "Blythe C. Butler", and navigation links for "Anna Butler", "My Account", "Contact Us", "Email History", and "Exit". A "District Links" button is also present.

The main content area is divided into three columns:

- Left Column (Navigation Menu):** Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Activities, Graduation Requirements, Conferences, Academic History, Portfolio, Skylert, Login History.
- Center Column (Messages and Announcements):**
  - Student Information Update:** A green banner states "Student Information Update is now open until 05/01/2019". Below it, a message says "Student Information Update at Westlake High School for the 2018-2019 school year is now open, yet has not been completed for Blythe." with a link to "Go to Student Information Update for Blythe".
  - MTECH Registration:** A message titled "MTECH Registration Opens Wednesday April 25 for Most Program" with a PDF attachment "MTECH Registration Handout 18-02-02.pdf" dated Thu Apr 12, 2018 7:52am. The text reads: "You are receiving this email because either you or your student are signed up to take a class at MTECH next year. Prior to registration students will need to: 1. Apply Online at [portal.mtec.edu](http://portal.mtec.edu) 2. Complete Career Ready Assessment in the testing center at MTECH. Registration for their Defined Entry Programs will begin on **April 25, 2018 at 8 AM**. These programs are:
    - Automated Manufacturing
    - Automotive Technology
    - Culinary Arts I & II
    - Dental Assisting
    - Diesel Mechanics
    - Emergency Medical Technician
    - Fitting Technology
    - Nurse Assistant
    - Pharmacy Technician
    - Precision Machining
    - Welding (HS only)Registration for Open Entry/Open Exit classes, classes start the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month, will be the month prior to starting the program. These programs are:
    - Digital Media
    - Commercial Truck Driving
    - Information Technology Administrator
    - Information Technology - Technician
    - Information Technology - Technician + Project Management
    - Medical Assistant (1st Tuesday only)
    - Pipe Welding Processes (Meet with instructor)
    - Precision Machining (Meet with instructor)Registration for programs with applications must be submitted May 15 to June 15. These programs are:
    - Mobile Development
    - Web Programming & DevelopmentThe final step in registration is paying the fees for the class, students are not registered until the fees are paid. Students do not pay tuition. If you have any question see your counselor or visit the [MTECH website](#) at

- Right Column (Upcoming Events):** A "Calendar" section with a "Upcoming Events" header. It lists several events for August 2018:
- Mon Aug 20, 2018: 1st Day of School Westlake High School
- Mon Aug 20, 2018: Trimester 1 Starts Sage Hills Elementary
- Mon Aug 20, 2018: Trimester 1 Starts Saratoga Shores Elementary
- Mon Aug 20, 2018: QUARTER 1 Starts Vista Heights Middle School
- Mon Aug 20, 2018: QUARTER 1 Starts Westlake High School

# Student Schedule in Skyward

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- Calendar
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- Schedule**
- Test Scores
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## Schedule

Currently Scheduled Class: Wed Aug 15, 2018 1:45pm

Blythe Has no scheduled classes today.

Blythe (Westlake High School) [Display Options](#) **Current Year**  Weekday By Term  Matrix The current term is highlighted

2018 - 2019 <a href="#">Print Schedule</a>	Term 1 (08/20/18 - 10/17/18)	Term 2 (10/22/18 - 12/19/18)	Term 3 (01/03/19 - 03/08/19)	Term 4 (03/11/19 - 05/08/19)
<b>Period 1</b> (7:45 AM - 9:10 AM)	PHYSICS Cassidy Bodily Days A Room G190	PHYSICS Cassidy Bodily Days A Room G190	AP US HISTORY Kimberly Gerun Days A Room C236	AP US HIS Kimberly C Days A R
<b>Period 2</b> (9:15 AM - 10:40 AM)	AP ENG LANG COMP Chad Durham Days A Room C241	AP ENG LANG COMP Chad Durham Days A Room C241	AP ENG LANG COMP Chad Durham Days A Room C241	AP ENG L Chad Durl Days A R
<b>Period 3</b> (10:45 AM - 12:45 PM)	URBAN DANCE Chelsea Budge Days A Room E159	URBAN DANCE Chelsea Budge Days A Room E159	PHYSICS Julia Grimes Days A Room G191	PHYSICS Julia Grim Days A R
<b>Period 4</b> (12:50 PM - 2:15 PM)	MUSICAL THEATER Amy Morrey Days A Room A103	MUSICAL THEATER Amy Morrey Days A Room A103	MUSICAL THEATER Amy Morrey Days A Room A103	MUSICAL Amy Morre Days A R
<b>Period 5</b> (7:45 AM - 9:10 AM)	EMERGENCY MEDICAL RESPONDER TREYER WHITING Days B Room B121	EMERGENCY MEDICAL RESPONDER TREYER WHITING Days B Room B121	SEMINARY Days B Room SEM	SEMINAR Days B R
<b>Period 6</b> (9:15 AM - 10:40 AM)	AP US HISTORY Kimberly Gerun Days B Room C236	AP US HISTORY Kimberly Gerun Days B Room C236	SECONDARY MATH III Deborah Wilkins Days B Room C136	SECONDA Deborah V Days B R
<b>Period 7</b> (10:45 AM - 12:45 PM)	SECONDARY MATH III Deborah Wilkins Days B Room C136	SECONDARY MATH III Deborah Wilkins Days B Room C136	CERTIFIED NURSE ASST MATC STAFF MATC Days B Room MATC	CERTIFIE STAFF MA Days B R
<b>Period 8</b> (12:50 PM - 2:15 PM)	SEMINARY Days B Room SEM	SEMINARY Days B Room SEM	CERTIFIED NURSE ASST MATC STAFF MATC Days B Room MATC	CERTIFIE STAFF MA Days B R



# Student Gradebook in Skyward

To Access Assignment/Test Grades for Each Class, Place Cursor on Top of Posted Grade and Click

Family Access Gradebook - Mozilla Firefox  
https://skyward.alpinedistrict.org/scripts/wsisa.dll/WSservice=wsEPlus/sfgradebook001.w

Family Access  
Blythe C. Butler

Anna Butler My Account Contact Us Email History Exit

District Links

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**Gradebook**

Westlake High School

GPA's are calculated on COMPLETED terms only. Current term grades are NOT calculated as part of the GPA.

There are no Missing Assignments.

**Class Grades**

Blythe (Westlake High School) Display Options | GPA

*Grades posted to the report card are in bold. Current grades are highlighted.*

Class	Q1	Q2	Q3	Q4
<b>PHYSICS</b> Period 1 (7:45 AM - 9:10 AM) Cassidy Bodily				
<b>AP US HISTORY</b> Period 1 (7:45 AM - 9:10 AM) Kimberly Genun				
<b>AP ENG LANG COMP</b> Period 2 (9:15 AM - 10:40 AM) Chad Durham				
<b>AP ENG LANG COMP</b> Period 2 (9:15 AM - 10:40 AM) Chad Durham				
<b>URBAN DANCE</b> Period 3 (10:45 AM - 12:45 PM) Chelsea Bludge				
<b>PHYSICS</b> Period 3 (10:45 AM - 12:45 PM) Julia Grimes				
<b>MUSICAL THEATER</b> Period 4 (12:50 PM - 2:15 PM) Amy Morsey				
<b>MUSICAL THEATER</b> Period 4 (12:50 PM - 2:15 PM) Amy Morsey				
<b>EMERGENCY MEDICAL RESPONDER</b> Period 5 (7:45 AM - 9:10 AM) TREVIER WHITTING				
<b>AP US HISTORY</b> Period 6 (9:15 AM - 10:40 AM) Kimberly Genun				
<b>SECONDARY MATH III</b> Period 6 (9:15 AM - 10:40 AM) Deborah Wilkins				
<b>SECONDARY MATH III</b> Period 7 (10:45 AM - 12:45 PM) Deborah Wilkins				
<b>CERTIFIED NURSE ASST MATC</b> Period 7 (10:45 AM - 12:45 PM) STAFF MATC				

# Student Progress Towards Graduation in Skyward

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- Login History

## Graduation Requirements

Blythe - Alpine District Requirements [View All Courses](#)

Coursework Requirement Area	Required	Complete	In Progress	Scheduled	Remaining	Status
<b>Total</b>	<b>28,000</b>	<b>15,500</b>	<b>7,000</b>		<b>5,500</b>	<b>In Progress</b>
<b>Language Arts</b>	<b>4,000</b>	<b>3,000</b>	<b>1,000</b>			<b>Completed</b>
Language Arts 09 ( <a href="#">View Courses</a> )	1,000	1,000				Completed
Language Arts 10 ( <a href="#">View Courses</a> )	1,000	1,000				Completed
Language Arts 11 ( <a href="#">View Courses</a> )	1,000		1,000			Completed
Language Arts Electives ( <a href="#">View Courses</a> )	1,000	1,000				Completed
<b>Science</b>	<b>3,000</b>	<b>2,000</b>	<b>1,000</b>			<b>Completed</b>
Science Core ( <a href="#">View Courses</a> )	2,000	2,000				Completed
Science Electives ( <a href="#">View Courses</a> )	1,000		1,000			Completed
<b>Mathematics</b>	<b>3,000</b>	<b>2,000</b>	<b>1,000</b>			<b>Completed</b>
Math Core ( <a href="#">View Courses</a> )	2,000	2,000				Completed
Mathematics Electives ( <a href="#">View Courses</a> )	1,000		1,000			Completed
<b>Social Studies</b>	<b>3,000</b>	<b>1,000</b>	<b>1,000</b>		<b>1,000</b>	<b>In Progress</b>
Geography For Life ( <a href="#">View Courses</a> )	0.500	0.500				Completed
World Civilizations ( <a href="#">View Courses</a> )	0.500	0.500				Completed
US History ( <a href="#">View Courses</a> )	1,000		1,000			Completed
US Government and Citizenship	0.500				0.500	
Social Studies Elective	0.500				0.500	
<b>The Arts (<a href="#">View Courses</a>)</b>	<b>1,500</b>	<b>1,500</b>				<b>Completed</b>
<b>Physical and Health Education</b>	<b>2,000</b>	<b>1,500</b>			<b>0.500</b>	<b>In Progress</b>
Health ( <a href="#">View Courses</a> )	0.500	0.500				Completed
Participation Skills	0.500				0.500	
Fitness for Life ( <a href="#">View Courses</a> )	0.500	0.500				Completed
Physical and Health Education Electives ( <a href="#">View Courses</a> )	0.500	0.500				Completed
Career Technology Education ( <a href="#">View Courses</a> )	1,000	0.500	0.500			Completed
Digital Studies ( <a href="#">View Courses</a> )	0.500	0.500				Completed
General Financial Literacy	0.500				0.500	
<b>General Electives (<a href="#">View Courses</a>)</b>	<b>9,500</b>	<b>3,500</b>	<b>2,500</b>		<b>3,500</b>	<b>In Progress</b>

# Skylert in Skyward Enables Receipt of Notifications Concerning Your Student

Family Access - Mozilla Firefox  
 https://skyward.alpinedistrict.org/scripts/wsisa.dll/WSservice=wsEAPlus/sfskylert001.w

Family Access **Blythe C. Butler** | Anna Butler | My Account | Contact Us | Email History | Exit | District Links

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. 🔔

[Save](#)

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (801) 602-6682					
Family With Blythe: <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: (801) 610-8818					
Family With Blythe: <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (801) 602-6682					
Family With Blythe: <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: ALBUTLER2@HOTMAIL.C					
Family With Blythe: <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Info for Family With Blythe

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Navigation menu: Home, Student Information Update, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Activities, Graduation Requirements, Conferences, Academic History, Portfolio, **Skylert**, Login History

# East Shore

**East Shore Online** is a supplemental program offered to all of Alpine School District's secondary schools.

East Shore offers two functions:

1. Provides a digital curriculum class for students that may be credit deficient.
2. Serves students who wish to accelerate their education or would like to specialize their high school experience, e.g., music, A.P. classes, etc. (however, please be aware that required core classes from East Shore are not NCAA approved).

## Additional East Shore Information

- Students must be enrolled in a minimum of six classes at Westlake (includes the digital curriculum class).
- East Shore class is offered primarily to Seniors and Juniors who are credit deficient.
- Students receive .25 credit per quarter (must attend and complete packets).
- Some Advocates are dedicated primarily to East Shore students.
- Students who wish to work ahead must also be registered with East Shore online but may work on packets on their own without being enrolled in the digital curriculum class. Once students have completed their packets, they come into the East Shore room at Westlake and test.
- There is an initial \$100 registration fee, in addition to \$5.00 for the first packet. Each packet thereafter is \$5.00. However if students complete the packet within 30 days, they can receive the next packet free.

# Student Success at East Shore

**ENVISION**

A blue banner is laid out on a table. The word "DID IT!" is written in large, bold, black letters. Each letter is surrounded by several white handprints. Some handprints have numbers written on them, such as 4, 7, 5, 38, 16, 8, 25, 17, 14, 6, and 10. The banner is positioned in front of a whiteboard. The whiteboard has some faint handwriting that reads "Needs to be [unclear] in the class, let me know!".

**WHS 2018**

# Concurrent Enrollment (CE)

Concurrent Enrollment is a Utah Valley University - High School partnership program where qualified students can earn college credit.

## How to Register

**Website:** [www.uvu.edu/concurrent](http://www.uvu.edu/concurrent)

Complete step 1: Admissions (\$35 one time payment)

Step 2: Registration

Step 3: Pay Tuition

Registration Tip:

- Full Year CE Courses - Register in Fall Semester (April-September)
- Fall Only CE & LI Courses - Register in Fall Semester (April-September)
- Spring Only CE & LI Courses - Register in Spring Semester (Nov.-January)

# Additional CE Information

\***Sophomores** must complete the **Exception Application**. This Exception Application must be completed and submitted EACH SEMESTER for the Sophomore or Freshman student to be registered. The **Exception Application** can be located at [www.uvu.edu/concurrent](http://www.uvu.edu/concurrent) under “Step 2 Registration”.

\***A placement exam** is required for all high school Sophomores and Freshman wanting to participate in the Concurrent Enrollment Program. The following exams are accepted: ACT / ACT-R / Pre-ACT / EXPLORE / PLAN / ASPIRE / ACCUPLACER.

\*Instructions for the placement exam can be found on [www.uvu.edu/concurrent](http://www.uvu.edu/concurrent)

\*Information regarding **prerequisites** for certain classes can be found on [www.uvu.edu/concurrent](http://www.uvu.edu/concurrent) under “Step 2 Registration”.

\***2018 Fall Registration Deadline:** Admission Deadline-August 31  
Sophomore Deadline-September 5

Junior/Senior



# Free Math Tutoring

Tues-Thurs 2:30-3:30 Room C131

Open to all math students

Tues 2:30-3:30 Room C132

Math 3 Honors,

Concurrent, AP

Wed 2nd lunch Room C138

Open to Sec 1, 2, and 3,

Modern Math

# Free Science Tutoring

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School		<p><u>Biology</u> 6:15 - 7:15 (G188)</p> <p><u>Chemistry</u> 6:45 - 7:15 (D154)</p>			<p><u>Physics</u> 6:45 - 7:15 (D150)</p>
After School		<p><u>Biology</u> 2:15 - 3:30 (D153)</p> <p><u>Chemistry</u> 2:15 - 3:45 (D154)</p> <p><u>Physics</u> 2:15 - 3:45 (D150)</p>	<p><u>Biology</u> 2:15 - 3:30 (D153)</p> <p><u>Physics</u> 2:15 - 3:45 (D150)</p>	<p><u>Biology</u> 2:15 - 3:30 (D155)</p> <p><u>Chemistry</u> 2:15 - 3:45 (D154)</p> <p><u>Physics</u> 2:15 - 3:45 (D150)</p>	