



ARCHBISHOP JOHN CARROLL HIGH SCHOOL

THE OFFICE OF ACADEMIC AFFAIRS

Parents / Guardians,

As I tend to believe, we can have the best laid-out plans or intentions for something in life, and then God occasionally reviews our plans, and sets forth His own for us instead. That has clearly occurred with us working and learning from home these last two weeks, and in turn, has also impacted our Course Selection plans and process. As we move to complete the Course Selection Process online, we hope these notes help to guide you through the process.

We have also included a video that will walk you through the process and screens online that may need to be used.

I. Course Selection on PowerSchool

Course Selection will still be completed via PowerSchool. In school, students would have printed out their Course Selection Form so that a parent could sign it. With that not being possible, please understand that by hitting the submit button, you are acknowledging that you and your child have discussed the courses they would like to take next year, and your submission counts as your signature.

Please Note: The course selection process provides a guideline for scheduling in the summer. A student will be scheduled with his/her core courses in mind first, and then fit the electives in wherever possible.

II. Meetings to Discuss Course Selection

When this process was supposed to take place in school, we offered students times in person to meet with their Guidance Counselors. Out of school, each of the student's counselors is still available to assist via e-mail with their students. They have posted hours of availability in the Parent/Student Daily Bulletin and will be happy to respond in a timely manner. In addition, an e-mail address, Selection@JCarroll.org, has been created for any Course Selection questions you may have. Please refer all Course Selection questions to your child's counselor or to the Selection@JCarroll.org e-mail. **Do not send them to WGennaro@jcarroll.org, in fear of them getting mixed in with all the other incoming e-mails.**

III. Course Exception Forms

Course Exception forms were available in school for students to complete if they were not meeting the academic requirements for a certain class at the end of the First Semester. This form has now been moved online as a Google Form. The Form is available on the school website, and must be completed for each class a student is requesting. No teacher signatures are required. At the end of the Course Selection Process, all of the submissions will be reviewed by the Department Chairs. How to use the form is included in the Course Selection Video.



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NOTE: Course Exception Forms are not reviewed until the end of the school year by the Office for Academic Affairs. Students should select the recommended course or course level on PowerSchool during the Course Selection Process. After the school year, the Office for Academic Affairs will review all Course Selection Forms and Course Exception documents, and if a student meets the requirements listed in the Course Catalog, they will have their selections adjusted.

IV. Supplemental Materials

Information on the courses that required supplemental materials was distributed in History classes prior to us being sent home from school. They have now also been posted on the school website. Those supplemental materials are still required, and should be submitted to Selection@Jcarroll.org. **One e-mail should be submitted for each essay required, with the essay included as an attachment.** The E-mail should be titled: "(STUDENT FIRST NAME), (STUDENT LAST NAME), (COURSE NAME) Supplemental Materials." Failure to title the e-mail the correct way may cause the e-mail to not be sorted correctly and entered. Photographs and Videos can still be sent to Mr. Devin Gallagher if necessary. The Course Selection Video will also show this process.

V. Cabrini Program

The Cabrini Program Applications for Juniors and Seniors will still take place as instructed....Students at Archbishop Carroll have the opportunity to take courses at Cabrini University during their school day at a discounted rate per credit. If interested, a student must complete the application form that will be made available on the school website, and submit a copy to Cabrini University, and e-mail a copy to Selection@Jcarroll.org. The following guidelines must be met when applying for the Cabrini Program:

- A student must provide his/her own transportation to the courses.
- The student is responsible for mailing the application to Cabrini, NOT Archbishop Carroll.
- Courses taken at Cabrini can NOT replace core courses at Archbishop Carroll.
- The Cabrini program will take priority as the student's top elective choice on their Course Selection Sheet.

VI. Timeline

- **Friday, March 27th** – Updated Course Selection Process materials are available on the School Website.
- **Through Wednesday, April 8th** – Counselors and The Office for Academic Affairs are available for questions via e-mail at the counselor's e-mail addresses, or at Selection@JCarroll.org
- **Wednesday, April 8th, 11:59PM** – Deadline for all Course Selection Materials to be submitted.

Note: Diocesan Scholars, students with First Semester incomplete grades, and students with multiple First Semester failing grades will be contacted by their counselor or Mr. Gennaro at the end of the week of March 30th.



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- Students attending courses at Cabrini are responsible for all course materials, and are expected to represent Archbishop Carroll in all appropriate ways listed in the Parent-Student Handbook.

This entire process of Flexible Instruction Days has posed to be an incredibly challenging one for Administrators, Teachers, Students, and Parents alike. As difficult as it may be, we are still working to provide as many of the same services that we would have provided were we still in school full-time. We are incredibly appreciative of you and your family's hard work throughout this difficult time, and as we pray for the health and safety of all of you, we also hope to be here to complete the necessary processes needed so that we can pick right back up where we left off when we all get to return to Archbishop Carroll.

Thank you!

Mr. William D. Gennaro, Jr.

Assistant Principal for Academic Affairs