

- **Programming**

The Program Office was excited to launch its own Web site last year. Our staff created it to simplify the process through which students apply for the honors and elective classes they wish to take. This new online registration system is comparable to what other high schools of our caliber and even colleges have in place. One can find the following information there:

- the philosophy behind our programming
- course sequencing
- information about our AP program (AP stands for Advanced Placement classes.)
- a calendar with important due dates (We will announce in the Yellow Sheet every time something new is posted on the Program Office Web Site; however, students should make a habit of visiting the site without prompting, particularly in the important programming months of December and March.)
- this week's Yellow Sheet in which we answered the most frequent questions about program changes

Students should familiarize themselves with the programming process; doing so will help them to better understand what classes to take in high school to get into a great university. The underlying rule is simple: Students should enroll and excel in the greatest number of the many enriched classes that LaGuardia makes available. We offer almost all AP classes that currently exist, and we intend to add more. Students can also apply for many sections of honors classes; our school offers a wide variety of courses to students who wish to challenge themselves. In addition, we offer a pre-conservatory studio program. If the student works hard and submits all class requests before due dates, he or she will not only get into all desired classes but also be accepted into superb universities.

The student programming/scheduling is a three-step process:

1. **Students gather information** about what courses they need and wish to take in order to best satisfy their educational needs. Most course requests are submitted automatically following a standard sequencing in all academic subjects and some studio classes; however, students are encouraged to choose **elective, AP and honors courses** by following a procedure that will always be explained and advertized in advanced. For science, foreign language and studio electives, there are department **guidelines** regarding what courses students should choose. These are based on proficiency level in the current class; in the subject; and, in the case of music ensembles, on auditions. The Web site presents detailed information about sequencing in each department. Students should first read about the sequencing and courses they prefer and apply only for classes for which they qualify.
2. **We program classes** and the students who need to attend these classes. This process is done by computer software. The more specialized classes the student applies for, the more difficult it is for the computer to find a schedule to include all the courses requested. This is because it is can be difficult to program classes

such as honors, electives, AP courses, and singleton studio classes. In music alone, we have fifty-four offerings. We offer more than 200 different courses each semester and around 900 classes; therefore, if the computer cannot find a solution, it will offer the student the best second match that will fit into your schedule.

3. **We make corrections to student programs** at the beginning of the fall semester and in January for the spring semester. At this point, a student can work with his or her counselor to find a better schedule to fulfill the request and graduation needs.
 - **Testing**
 - **Attendance**
 - To keep you informed with everything we do here, we need accurate contact information. Use the **ARIS** DOE system to check if the information about your address, phone number, and other contact information is still current.