Dear Students and Parents:

Students will be scheduling and changing their classes online using Arena Scheduling through the Jordan School District "Skyward" software. Students will be able to select their classes, teachers, and periods of instruction. This allows the student more control to develop schedules that best fit their future goals, plans, and interests.

It will be important for parents and students to be familiar with scheduling procedures & deadlines. Please visit our website, www.herrimanhigh.org, select "School Information" and from that drop down menu select "Arena Scheduling" for our course offerings and updates.

Prior to registering on-line students will want to:
- Use the *Arena Scheduling Worksheet* and review the courses from this catalog to plan a student schedule by selecting classes, teachers, and periods of instruction.
- Make certain that your login and password work.

You will want to be familiar with the scheduling process. It will help to have your *Arena Scheduling Worksheet* completed prior to accessing the Skyward Arena Scheduling software. When the software is activated many classes will fill quickly and students will need to be prepared to select other options. Students should select their most preferred classes and teachers first in order to maximize desired opportunities. Enrollment caps will determine the number of students that are allowed to enroll in classes. All eight periods for first and second semesters must be filled or counselors will select classes for students at their discretion according to graduation requirements. Classes that counselors select cannot be adjusted by students and parents. There will be future opportunities in the fall to adjust schedules.

Sincerely,

Lynn Allred
Assistant Principal

In order to be prepared for registration, please read through and follow these instructions carefully.

1. Review your graduation requirements on Skyward to determine what classes you will need to meet graduation requirements.

2. The following pages have a comprehensive list of the courses offered at Herriman High School.

3. **Using the 2015-2016 Master Schedule (published to** www.herrimanhigh.org, **by April 1ˢᵗ⁾ to complete your scheduling worksheet prior to the opening of Arena Scheduling** and prepare more than one option in the event that some of the courses do not have seats available.

4. You **MUST select courses to fill all 8 periods**. Failure to have a complete schedule will require your counselor to select courses for you. When a course is selected by a counselor it becomes locked in to your schedule and will require a $10.00 fee and the assistance of a counselor to make a class change.

5. Audition courses will not appear in Arena Scheduling for you to select. If you are trying out for an audition course at Herriman High you will be notified prior to registration if you have been selected. These courses will be placed into your schedule by the registrar prior to the opening of Arena Scheduling.

If you are trying out for any teams that may not have auditioned before arena scheduling, please leave a **blank spot** in your schedule during the corresponding period and the course will be scheduled for you if you are selected. If you are not selected, you will have an opportunity to fill the vacant spot with another class.

For Juniors & Seniors: if you are requesting to be a student aide you will need to see the teacher you would like to be an aide for, have them sign a permission slip that includes the CLASS PERIOD you want to aide for them. You can pick one up in the Counseling Center. Please submit the slip to the Counseling Center and the class will be scheduled for you.

Arena Scheduling Worksheet 2015-2016

Example	Period 1	Lang Arts 12	Smith	Lang Arts 12	Smith
	Period 2	US Govt	Jones	Team Sports	Johnson
	Period 3	Statistics AP	Larsen	Statistics AP	Larsen
	Period 4	Entrepreneurship	Miller	Ceramics 1	Sorensen
	Period	**Semester 1**	**Teacher**	**Semester 2**	**Teacher**
A day	Period 1				
	Period 2				
	Period 3				
	Period 4				
B day	Period 5				
	Period 6				
	Period 7				
	Period 8				

Go to the HHS website www.herrimanhigh.org to view the 2015-2016 Master Schedule after   (or obtain one from the Counseling Center).
Complete this worksheet before attempting to register online. You must have a complete schedule, with both semesters, both A and B days, and periods 1 through 8.

Log into Skyward Family Access by:
1. Go to www.herrimanhigh.org
2. Click on the "Gradebook" from the top drop down menu.
3. Select the "Skyward Login" and enter username and password
4. Click on the "Arena Scheduling" and practice finding the courses that you will be requesting.

ARENA SCHEDULING DATES & TIMES:
Current 11th registering for 12th: Open Wed. 4/15/15 at 3pm, closed Thurs. 4/16/15 at 7am, AND
                                          Open Thurs. 4/16/15 at 3pm, closed Fri. 4/17/15 at 7am.

Current 10th registering for 11th: Open Fri. 4/17/15 at 3pm, closed Sat. 4/18/15 at 7am, AND
                                          Open Sat. 4/18/15 at 7am, closed Sat. 4/18/15 at Midnight.

Current 9th registering for 10th: Open Tues. 4/21/15 at **3:30pm**, closed Wed. 4/22/15 at 7am, AND
                                          Open Wed. 4/22/15 at **3:30pm**, closed Thur. 4/23/15 at 7am.

COMPUTER LABS AND COUNSELORS WILL BE AVAILABLE IN THE HERRIMAN HIGH MEDIA CENTER FOR YOUR ASSISTANCE DURING THE DATES AND TIMES LISTED BELOW:
Current 11th registering for 12th: Wed. 4/15/15   3 p.m. to 5 p.m. (Hotline available**)

Current 10th registering for 11th: Fri. 4/17/15   3 p.m. to 5 p.m. (Hotline available**)

Current 9th registering for 10th: Tues. 4/21/15   3:30 p.m. to 5:30 p.m. (Hotline available**)
                                          Wed. 4/22/15   3:30 p.m. to 5:30 p.m. (Hotline available**)

**ARENA HOTLINE PHONE NUMBER: (801) 567-8580

Frequently Asked Questions for 2015-2016.

Question	Answer
I see "JATC" listed in some of the course titles. What does this mean?	JATC is our **J**ordan **A**pplied **T**echnology **C**enter. The courses with "JATC" listed in the title are programs offered during the school day and held off campus at the West Jordan SLCC location. To view program descriptions and fees please visit www.jatc-wj.org.
I do not know my login/password.	If you are a current middle school student please call your middle school Attendance Office. If you are currently attending Herriman HS please call 801-567-8550 for your password.
I qualified to take a Concurrrent Class but there are no seats available, what do I do?	Please note that concurrent enrollment classes are first come first serve. We do not always have enough seats for all of the students that may want to enroll in the class. We do all that we can to accommodate as many students as possible.
Driver's Ed is only one quarter. What are the options for the other quarter? How do I add those to my schedule?	A Careers class is the other half of Drivers Ed and will automatically be scheduled into the same period, but in the opposite quarter of your Driver Ed. (i.e., if you schedule Driver Ed 2nd period, 2nd quarter, then Careers will automatically be added to 2nd period 1st quarter.)
My browser doesn't work.	Sometimes Google Chrome will not work with Skyward. Try another browser, i.e. Firefox, Explorer…
I don't see one of my desired classes.	The courses you previously selected may have been dropped due to lack of interest from the student body.
I applied for the Jordan Applied Technology Center (JATC). Do I need to meet with a counselor to have it added to my class schedule?	It is not necessary to meet with your counselor. Tech Center courses will be added to your schedule and you can schedule your other classes around it. Reminders, as you create your schedule, be mindful of your graduation requirements, and make sure you schedule the required courses: Language Arts, Social Studies, Math, and Science. If you need a plan, feel free to meet with your counselor.
What if I decide I don't want to go to the JATC after all?	You will need to contact the JATC and meet with the Career Center to notify them of the change.
I want to schedule one of the audition/application/tryout classes.	When you audition and or apply for one of these courses, the teacher/advisor will submit your name to the Registrar once you have made the team. The course will be added to your class schedule and you can build the rest your schedule. See next question if audition/tryout is after your Arena scheduling dates.
What if Audition/tryout names will not be posted until after Arena scheduling?	Go ahead and build your schedule on the Arena scheduling dates. You have 2 options: 1. Do not schedule a class into the period where the desired class will be. The Registrar will schedule the class once the audition class is announced. 2. Build your schedule as if you are not in the audition/tryout class. Schedule a class that you are willing to drop during the class period the audition class will be held. Once the audition list is posted the Registrar will add it to your schedule.
I can't find Seminary	Seminary is called Release Time.
How do I sign up for early morning seminary?	Contact the seminary to enroll in their early morning class. Early morning seminary is not during the school day (periods 1-8), therefore, if you are in early morning seminary, do not add seminary to your schedule.
I can't find a class in Course Description.	The course description that you type must match what is on the Master Schedule that is posted on the website. (i.e. you will not find "English" or "Language Arts" because its name on the Master Schedule is actually "Lang Arts")
I can't find a class by Subject.	Try one of the other subjects. "Subject" is identified by graduation requirement codes. Some subjects can be credited to more than one graduation requirement (i.e., ballroom dance can be credited to either Healthy Lifestyles or Fine Arts).
I can't find a class with my favorite teacher.	The teacher you are searching for may not teach the course that you are looking for, or there are no seats available in the class.
Can I schedule a semester class all year (i.e., Weight Training 2, Teacher Aide, or Adv Study Research for both semester 1 AND semester 2)?	Yes you can but please make sure you are scheduling the appropriate classes to meet graduation requirements.

The "Add" button does not work.	Class is full. Choose a different teacher or period. If there are no other options, schedule an alternate course.
I plan to graduate early during my senior year. Can I schedule classes only in Semester 1, and leave Semester 2 unscheduled?	No, you must sign up for a full-year worth of classes. If you meet the graduation requirements early and have the proper paperwork in place with your counselor, then your counselor will adjust your schedule at the time you graduate. Please visit with your counselor as soon as possible.
I don't plan to go to Herriman High next year.	Contact the Registrar's Office
I need to schedule a full year course into different periods for each semester.	See your counselor.
"Add/Remove" option is not available.	Your Arena Schedule window is not available. If you are attempting to build your schedule a minute or so before the window opens, try to refresh your screen, click on "Arena Scheduling".
I cannot find a course under Description Search.	Click on "Next" at the bottom of the page to see more courses that are available.
How do I see what my schedule looks like?	Click on "Selected Classes". Click on "Available" to return to available courses.
Two (or more) of my classes are only offered the same period.	You will have to make a choice. Every effort was made to build the master schedule with as few conflicts as possible. Unfortunately, there will still be conflicts between certain combinations of courses.
What if it Skyward shows that I already built a schedule and classes have been selected for me?	We have been testing the master schedule. You were seeing a test schedule. Arena Scheduling will be disabled until the master schedule has been finalized. Once Arena Scheduling opens your schedule will be blank.
When I click on the "Add" button to add a course, it logs me out.	This may happen if you use Google Chrome as your browser. Switch to a different browser (Firefox, Explorer)
My senior English class is not showing as an English credit	The following courses if taken during senior year may count towards senior language arts credit: Lang arts 12CP, English Lit/Comp AP, Mythology, Creative Wrtg 1, Creative Wrtg 2, Fantasy/Science Fiction, COMM 1010, ENGL 1010
What if on my scheduling day, I cannot get into one of the courses and my schedule is not complete?	You will have a few days in which you can build your schedule, what classes you schedule the first day will save so that you can check back each day that Arena Scheduling is open in order to schedule the desired class.
I only need .25 fine art credit. What do I do?	Schedule a semester art class (0.5 credit). 0.25 will go towards art credit, the other 0.25 will go towards elective credit. We do not offer .25 credit courses.
If a student finishes his/her credits early (or if there are few credits required) in their Senior year, what options are available for that student if they do not want to take classes with extra work and time that isn't required?	The law requires students to be enrolled full-time unless there is a medical or educational reason approved by the district to be part-time. Work Experience is an option for students who have a job. They would need to see your counselor to find out details on the program. If graduation requirements will be met early, students can apply to graduate early. The paperwork needs to be on file in the counseling center one quarter prior to the student graduating.
What if I need to take math but I don't have room to take it all year?	If a semester of math is needed for graduation, the counselors can add just a semester into a schedule for next year. If a full year is needed for graduation, that credit must be met through some means. Students are able to earn credits through independent work. They would need to visit the counseling center to find out what their options may be.
Can I create a schedule during the Arena window and change it later that day when the window is still open or is it final once it's submitted?	You may make changes any time your Arena window is open. See the Timeline of Events for dates and times.