# **Scheduling Protocol** Revised: 6/16/2015

# **Courses:** Use the following course numbers when applicable. If a course does not exist in PowerSchool use the [New Course Request form](http://wcs.k12.va.us/documents/new-course-request-form) located on the Washington County Public Schools website to request new courses be added to the district course catalog.

# APEX = XXXXA

# Block courses = XXXXB, XXXXDB, etc.

# Emory and Henry courses = XXXXE

# Honors course = XXXXH

# Governor’s school classes = XXXXG

# SVETN = XXXXS

# VHCC courses = XXXXV

# Virtual/Virtual AP school/Distance Learning = XXXXD

# Course numbers that with a D extension include any course from the Virtual AP School or any other online (i.e. Moodle) fiber-optic, etc. course. Do not choose the “D” extension if one of the other options is more appropriate.

# In addition to the courses listed above different course numbers to show different credit must be used. This is typically only used at the Neff Center when a course is worth more than 1 credit due to the time the student spends in the class. For instance a course number with a C2 extension may need to be created to show that a course is worth 2 credits.

# **Sections:** Regular education class sections must have a section number in the range of 1-49. All other sections must have a section number within the ranges below where applicable.

# Resource = 50 – 59

# Inclusion = 60 – 69

# Night School = 70 – 79

# On Campus College = 80 – 89

# Neff = 90 – 99

# **Expressions (periods):** All sections must be assigned to the period(s) that it is being taught.

# **Additional Notes of Interest:**

# Coordination (0109) must only be used for special education case managers to have access to their case load. A course called Collaboration (0095) has been added to the district course catalog to assist in scheduling inclusion teachers.

# Classes such as Travel, Study Hall, Study Skills, Assisted Studies, Coordination, and Collaboration are marked to exclude from Attendance, GPA, Class Rank, Honor Roll, and Report Cards/Transcripts.

# Place holders for graded courses should no longer be used. For example, rather than VHCC Dual Enrollment the actual course must be scheduled and grades entered into the Gradebook.

# Once scheduling is complete and the school year begins, please **DO NOT** change course/section numbers in PowerSchool.