

**Welcome to scheduling for the 2024-2025 school year!**

Caravel’s scheduling process is paperless, and you will be completing your course requests online.

As you complete this process*, please do not hesitate to ask for help via email at* *scheduling@caravel.org*.

The ***2024-2025 Course Selection Book*** is posted online on our website (caravel.org) and on Renweb under “Resource Documents.” This book provides a description of all classes offered in our upper school, outlines graduation requirements, and it indicates mandatory prerequisites for all classes.

To begin this process, you need to log into Renweb and look on the left side of your screen. Click on “**Student**,” and you will notice an option for “**Course Requests**.” Please click on that option.

Make your course selections, and when you have finished, click the SAVE button at the bottom of the page. *You can make changes/modifications to your schedule as many times as you want between* ***April 10*** *and* ***April 22****. But, as of* ***April 22****, this screen will no longer be accessible to you.*

***Please keep in mind…***

* Ninth graders have a very rigid schedule with little room for many elective choices. As you progress through upper school, you will have more available periods to choose electives.
* All ninth graders are assigned to Global Studies and Writing.
* You may choose your level for Science, Math and Introduction to Literature. Your placement may change based upon grades in current and previous classes. **Please refer to the Course Selection Booklet to determine what level you should choose.**
* But, you do have to make some choices online….
	+ You must choose **two additional period**s, since five of your periods are already filled with core classes mentioned above.
		- We recommend that you choose a Computer class, as one Computer class (1/2 credit) is required for graduation.
		- You may choose level 2 of the world language you are currently taking, or you may choose Spanish 1 or Level 1 of another language offered online *(administrative approval required)*. If you choose level 1 of the language you are currently taking, it will be shaded gray in the drop down. *You do have the option to begin your world language study at level 1, so this is not a problem*. Level 1 is recommended for students *who earned less than a 93% in Eighth Grade Spanish, scored lower than an 86% on the final, or have not studied Spanish previously.* If you choose level 2, your placement will be dependent upon your final grades in your current class. 

In addition to the above, you will need to choose one semester elective. This elective can be a study hall or student aide, or it can be a fine art class (e.g. Chorus, Art I, Wind Ensemble, etc.). The available electives for ninth graders are presented to you in the pull down menu on the scheduling screen.



**Some reminders to help you navigate this process smoothly…**

* **Please do not choose the same class in more than one box.** Choose the classes you want as first choices. Your second choices will only be used by the scheduling program if its corresponding first choice cannot fit into your schedule for some reason. If you list the same class more than once, that class will be canceled, and you will not have that class in your schedule.
* You may indicate your desire to participate in any of the musical groups that meet outside of normal school hours through online requests.
* You may also indicate which sports you would like to participate in during the 2024-2025 school year. Signing up through online requests will make your email address available to the appropriate coaches and help ensure that you receive notifications regarding tryouts and practices.
* If you are unable to choose a course (because it does not appear as an option in the pull-down menu on the scheduling screen) that you believe you are qualified to take or if you have any other concerns, please email scheduling@caravel.org. Your concern will be addressed by the appropriate staff member.

**Please remember to complete your course requests online by *April 22, 2024. THANK YOU!***