



GREENWOOD INTERNATIONAL SCHOOL

**ACADEMIC & COLLEGE
PLANNING FOR HIGH
SCHOOL STUDENTS**

June 2018

Agenda

- High school system & graduation requirements
- GPA calculation
- SAT I & TOEFL graduation categories
- Course selection process & the importance of a diligent selection
- Program of study sheets
- Academic planning for grade 9(program of studies sheet)
- Academic planning for grade 10
- Academic planning for grade 11
- Academic planning for grade 12
- Sample course of study
- Equivalency
- The college counseling services provided by the school for a better college planning
- Student checklist (rights and responsibilities)
- Online Course registration procedure & steps
- Q&A

High School System & Graduation Requirements



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- The High school curriculum targeting grades 9 to 12 is a comprehensive set of high school classes composed of core and elective subjects that give our students a strong foundation in their pursuit for higher education.
- Credits are given for courses taken and passed from grades 9 to 12 only.(a student has to pass the subject exams in order to earn the credit for it)

- The following terms are used for each class:

Freshman	Grade 9
Sophomore	Grade 10
Junior	Grade 11
Senior	Grade 12

Graduation Requirements

- A minimum of 24 credits is required to earn a High school diploma. Students can earn a maximum of 6 credits per year.
- The 24 credits are distributed among the subjects as follows:

English: 4 credits

Arabic: 4

Sciences: 3

Maths: 3

Social Studies: 2

Islamic: 2

P.E: 2

Arts: 0.5

Electives: 3.5

Graduation Requirements



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- Students in grades 11 & 12 may apply for more mathematics and sciences courses to fulfil the requirements for non-core electives as well.
- Note: All grade 11 students are required to choose one course of science to fulfil the science credits requirement.

Grade Point Average (GPA) Calculation

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- GPA is computed using the grading matrix below. Beginning with grade nine, all passed subjects are included in the computation. Grades are recorded on the transcript and GPA is computed at the end of each semester.

Letter	Grade	Letter	Grade
A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	65-66
B-	80-82	D-	Below 65
	E/F	Below 60	

SAT I & TOEFL graduation categories

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- In addition to completing the 24 credits towards graduation, GIS students are required to pass the SAT I (math) and the TOEFL ibt.
- Graduation categories for the current academic year 2017-2018:
- **Golden Category:** SAT (Math) score ≥ 500 and a TOEFL iBT score ≥ 70 . Students of this category will wear the golden stole during the graduation ceremony, will receive the First Degree Golden seal on their **Diplomas** and will be granted the golden tassels if their earned GPA qualifies them for Honors or Distinction Statuses.

SAT I & TOEFL graduation categories

- **Silver Category** :SAT (Math) score: $470 \leq \text{SAT (Math)} < 500$ and a TOEFL iBT score: $66 \leq \text{TOEFL iBT} < 70$. Students of this category will wear the silver stole during the graduation ceremony and will receive the Second Degree Silver seal on their **Diplomas**. Regardless of their earned GPA, this category **WILL NOT** be acknowledged for any Distinction or Honors status and thus will not be eligible to wear the golden tassel.
- **Green Category**: SAT (Math) score: $440 \leq \text{SAT (Math)} < 470$ and a TOEFL iBT score: $61 \leq \text{TOEFL iBT} < 66$. Students of this category will wear the green stole during the graduation ceremony and will receive the school stamp without any seals on their **Certificates**. Regardless of their earned GPA, this category **WILL NOT** be acknowledged for any Distinction or Honors status and thus will not be eligible to wear the golden tassel.

Recommendations for SAT & TOEFL preparation

- Students should start as early as the start of grade 11 to prepare and take the SAT & TOEFL Tests.
- Khan Academy website is a rich & useful resource to score high in the SAT test.
- Register for the SAT test on www.collegeboard.org and for TOEFL on www.ets.org/TOEFL
- Students are required to submit their SAT & TOEFL scores by **April 30** of the year of grade 12

Course selection process and the importance of a diligent selection

- Each spring, students choose courses for the next academic year. Their College counselor introduces the selection process in each grade and the best strategies to follow for selecting the courses. Then, The students complete the 4 Year Plan Sheet taking into account the graduation requirements and the student's future plans.
- The Drop& Add period is during the 1st week of the start of the academic year.

Course selection process and the importance of a diligent selection

- In order to make a good selection, students should consider the following:
 - Identify strengths and weaknesses in terms of subject areas
 - Think about the career they want to pursue
 - Consider carefully the combination of electives that will best serve their purpose
 - Seek their counselor, teachers and parents' help.

Course selection process and the importance of a diligent selection

- Preparation for university studies begins in high school. Choose elective courses according to the university degree you want to pursue. For example:
 - Architecture: strong background in math, calculus, physics, ICT
 - Business Studies: Accounting, business, ICT, Marketing , Economics.
 - Medicine: Biology , Chemistry, math
 - Engineering: Calculus, physics , chemistry, biology, ICT
 - Computer Science : Calculus, ICT, Physics
 - Aviation: Math, Physics .

Importance of the program of study sheet



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- A “Program of Studies” planning sheet enables a student to specify his/her career goal and to track the core and elective courses.



FOUR YEAR PLANNING SHEET (with Mandatory and Elective courses)

2017 - 2018

NAME

DATE

CAREER GOAL

EDUCATIONAL GOAL

This plan below will help you prioritize your needs and achieve your high school goals. It is important to remember that this sheet can be modified according to your evolving and changing needs. The classes that already appear are mandatory graduation requirements. Seek information from your counselor, teachers and above all your parents in completing this four-year plan.

Recommendations: Students applying for **Engineering:** register for **Physics and Math** whenever available. Students applying for **Medicine:** register for **Chemistry and Biology** whenever available.

Minimum Graduation Requirements

Subjects	Credits
Arabic	4.0
Arts	0.5
English	4.0
Islamic Education	2.0
Mathematics	3.0
Physical Education	2.0
Science	3.0
Social Studies	2.0
Electives	4.5
Total	25.0
SAT I (Math) min. req. 440	
TOEFL min. req. 70	

Freshman Courses			Credits
Arabic 9	1.00	English 9	1.00
Islamic Education	0.50	Physical Education	0.50
Social Studies	1.00		
Freshman Core Electives (choose one from each row)			
I. Algebra I	[]	Geometry	[] 1.00
II. Intro to Physical S	[]	Earth Sc &	[] 1.00
Total			6.00

Junior Courses			Credits
Arabic 11	1.00	Physical Education	0.50
American Litteratu	1.00	Islamic Education 11	0.50
Junior Core Electives (choose one)			
Algebra II	[]	Pre Calc	[] 1.00
Electives (choose a total of 1 credit from each row)			
I. K & T (1.00) []	Intro. Bus. (0.50) []	Robotics (0.50) []	
II. P & T Chem (1.00) []	Web Dev. (0.50) []	Markng Ess. (0.50) []	
Total			6.00

* It is mandatory to register **AT LEAST** one Science Subject (**Physics OR Chemistry**) during Grade 11.

Sophomore Courses			Credits
Arabic 10	1.00	English 10	1.00
Islamic Education 10	0.50	Physical Education 10	0.50
Sophomore Core Electives (choose one from each row)			
I. Algebra I	[]	Geometry	[] 1.00
II. Ecology & Cell Bio.	[]	Environmental Sc. []	1.00
Sophomore Non Core Electives (choose one from each row)			
III. Visual Arts & Design	[]	Graphic []	[] 0.50
IV. Accounting	[]		[] 0.50
Total			6.00

Senior Courses			Credits
Arabic 12	1.00	Physical Education 12	0.50
British Litterature	1.00	Islamic Education 12	0.50
World Geography	1.00		
Senior Electives (choose one)			
Financial Litteracy	[]	Calculus	[] 1.00
Senior Core Electives (choose a total of 1 credit from each row)			
I. O & A Chem (1.00) []	Comp. Prog. (0.50) []	Mass Comm (0.50) []	
II. Heredity (1.00) []	Waves (1.00) []	Economics (1.00) []	
Total			7.00

Freshman (9)

Parent Name _____
Signature _____

Sophomore (10)

Parent Name _____
Signature _____

Junior (11)

Parent Name _____
Signature _____

Senior (12)

Parent Name _____
Signature _____

Academic planning for Freshman classes

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Freshman Courses				Credits
Arabic 9	1.00	English 9		1.00
World history	1.00	Physical Education 9		0.50
Islamic Education	0.50			
Freshman Core Electives (choose one from each row)				
Algebra I	<input type="checkbox"/>	Geometry	<input type="checkbox"/>	1.00
Intro to Physical Sc.	<input type="checkbox"/>	Earth Sc & Space	<input type="checkbox"/>	1.00
Total				6.00

Academic planning for sophomore classes

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Sophomore Courses				Credits
Arabic 10	1.00	English 10		1.00
Islamic Education 10	0.50	Physical Education 10		0.50
Sophomore Core Electives (choose one from each row)				
Algebra I	<input type="checkbox"/>	Geometry	<input type="checkbox"/>	1.00
Cell & Micro Bio	<input type="checkbox"/>	Environmental Sciences	<input type="checkbox"/>	1.00
Sophomore Non Core Electives (choose one from each row)				
Accounting	<input type="checkbox"/>	Creative writing	<input type="checkbox"/>	0.50
Visual Arts	<input type="checkbox"/>	Graphic Design	<input type="checkbox"/>	0.50
Total				6.00

Academic planning for Junior classes

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Junior Courses			Credits
Arabic 11	1.00	Physical Education 11	0.50
American Litterature	1.00	Islamic Education 11	0.50
Pre Calc	1.00		
Junior Electives (choose a total of 1 credit from each row)			
K & T (1.00) <input type="checkbox"/>	Intro. Bus. (0.50) <input type="checkbox"/>	Com.Basics & Animation (0.50) <input type="checkbox"/>	
P & T Chem (1.00) <input type="checkbox"/>	Web Dev. (0.50) <input type="checkbox"/>	Marktnng Ess. (0.50) <input type="checkbox"/>	
Total			6.00

*** It is mandatory to register AT LEAST one Science Subject
(Physics OR Chemistry) during Grade 11.**

Academic planning for Senior classes

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Senior Courses			Credits	Senior Courses	Credits
British Litterature	1.00	Arabic 12	1.00	world Geography	0.5
Physical Education 12	0.5	Islamic Education 12	0.50		
Senior Electives (choose one)					
Calculus	<input type="checkbox"/>	Math for Business & Financial Literacy	1.00		
Senior Electives (choose a total of 1 credit from each row)					
I. O & A Chem (1.00) <input type="checkbox"/>	Comp. Prog. (0.50) <input type="checkbox"/>	Mass Com. (0.50) <input type="checkbox"/>			
II Heredity (1.00) <input type="checkbox"/>	Waves (1.00) <input type="checkbox"/>	Entrepreneurship (1.00) <input type="checkbox"/>			
Total					6.5

A Sample Course of Study

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A sample course of study

Freshman	Sophomore	Junior	Senior
English 9	English 10	American Literature	British Literature
Arabic 9	Arabic 10	Arabic 11	Arabic 12
Islamic 9	Islamic 10	Islamic 11	Islamic 12
P.E 9	P.E.10	P.E.11	P.E.12
World History	Elective math: <u>Alg. I/Geo</u>	Pre-Calculus	World Geography
Elective Math: Geometry/Algebra I	Elective Science: Environmental/Cell & Micro Bio.	Elective: M&T/ Intro to Bus. /Comp. Animation	Elective: Calculus/ Math for Bus. & Personal Finance
Elective Science: Earth science/ intro to physical sciences	Elective: Accounting/ creative writing	Elective: Physical & Theoretical Chem/ <u>Web dev.</u> /Marketing Ess.	Elective: Heredity/Waves/Entrepreneurship
	Elective: Art & design/ Graphic design		Elective: Organic Chem./ Comp. Programming/ Mass Comm.

Note: * All grade 11 students are required to choose one course of science to fulfil the science credits requirement.

Equivalency

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- Requirements for the equivalency of the secondary school certificate :
 - The original graduation diploma
 - The TOEFL ibt certificate with a minimum score of 61
 - The SAT I (math) certificate with a minimum score of 440.
 - The attested report cards of grades 10,11 &12.

The College Counseling Services at GIS



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- Assisting & Advising students of grades 9 to 12 on the course selection process
- Assisting students of grades 11 & 12 in planning and registering for SAT & TOEFL
- Assisting Grade 12 students in registering for NAPO & EMSAT
- Assisting students in college planning and in college applications (mainly the Common App and the Coalition App)
- Following up to ensure graduation requirements are being met.
- Assisting students in their internship placement
- Provides coaching sessions and workshops related to college and work readiness.

The College Counseling Services at GIS



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- Providing visits to universities and inviting universities 'representatives to the school to present to the students the admission requirements
- Organizing College Fairs at school
- Administering career, interest, and personality assessments.
- Providing students with volunteering opportunities.
- Assisting grades 11 & 12 students to write resumes and personal statements
- Counseling students individually and in groups to help them determine the career path that fits them.
- Assisting in the recommendation letters.

High School Students 'responsibilities

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- Students have met with their college counselor a minimum of 3 times before their applications are ready to be sent out.
- Student has discussed with their college counselor and parents/guardians their final list of colleges. This list does not exceed 10 colleges.
- Student has fully researched each college's application requirements.
- They are aware of deadlines, supplements, and standardized testing requirements.
- Student has registered for any fall or winter standardized test (SAT, SATII, or TOEFL) in a timely manner.
- Student has completed the application at least two weeks before the college's deadline. They have informed their college counselor when they are ready to submit the application and all other documents, again no less than two weeks before the college's deadline.
- Student has asked teachers for recommendations at least six (6) weeks before their application deadline. They have submitted all necessary forms to their teachers with the request.
- Student has submitted official standardized testing scores to the school before **April 30**.
- Student has discussed their offers of admission with their college counselor and parents and has weighed their options.

Online Course Registration Procedure

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- **Important Things to take into consideration:**
 - a- The online system will be available for students for registration on Thursday, June 7 in the afternoon.
 - b- The maximum capacity per course is 30 students. So , students should hurry to register in the course of their choice.
 - c- Registration will not be confirmed unless the parents approve the course selection of their child. Parents should hurry to confirm the selection to ensure their child is enrolled in the course of his/her choice.
 - d- Final approval of the course selection is at the school discretion.
 - e- The drop & Add period will be during the 1st week of the new academic year but is subject to seat availability and school's decision.
 - f- Students of grade 9 who registered for Algebra I this year should register for Geometry next year and vice versa.

Online Registration Steps (Students' role)

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- **Step I:**

Student logs in to his/ her paradigm account and clicks on **Course Selection**. A page will appear containing all the instructions and prompting the student to choose his /her selected course and to write his / her career goal inside the provided box. It is important to mention the educational and career goal because this will help us in advising students about the suitable course selection for them.

Online Registration Steps (Students' role)

Timetable	Students Elective Subjects Selection for (Grade Eleven)	
Exam Schedule	Please note that your registration for any course will not be accepted and confirmed until parents approval.	
COURSE SELECTION	Please note that it is mandatory to choose one science subject.	
	Elective 1 Total (1 Credit)	
	Subjects	Select
	Mechanics & Thermodynamics (1.00 Credit)	<input type="checkbox"/>
	Introduction to Business (0.50 Credit)	<input type="checkbox"/>
	Computer Basics & Animation (0.50 Credit)	<input type="checkbox"/>
	Elective 2 Total (1 Credit)	
	Subjects	Select
	Physical & Theoretical Chemistry (1.00 Credit)	<input type="checkbox"/>
	Computer Literacy & Web Development (0.50 Credit)	<input type="checkbox"/>
	Marketing Essentials (0.50 Credit)	<input type="checkbox"/>
	Career & Educational goal	
	<input type="text"/>	
	<input type="button" value="Save"/> Activate Windows Go to Settings to activate Windows	

Online Registration Steps (Students' role)

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- If you make a mistake in registration, a message will appear precisising that the registration was not successful . You should follow the instructions to avoid the errors.

Timetable	Students Elective Subjects Selection for (Grade Eleven)	
Exam Schedule	The operation NOT completed successfully!	
COURSE SELECTION	Please select the required no. of credits for each elective category !	
	Please note that your registration for any course will not be accepted and confirmed until parents approval. Please note that it is mandatory to choose one science subject.	
	Elective 1 Total (1 Credit)	
	Subjects	Select
	Mechanics & Thermodynamics (1.00 Credit)	<input checked="" type="checkbox"/>
	Introduction to Business (0.50 Credit)	<input checked="" type="checkbox"/>
	Computer Basics & Animation (0.50 Credit)	<input type="checkbox"/>
	Elective 2 Total (1 Credit)	
	Subjects	Select
	Physical & Theoretical Chemistry (1.00 Credit)	<input type="checkbox"/>
	Computer Literacy & Web Development (0.50 Credit)	<input checked="" type="checkbox"/>
	Marketing Essentials (0.50 Credit)	<input checked="" type="checkbox"/>
	Career & Educational goal	
	<input type="text"/>	
	<input type="button" value="Save"/>	

Activate Windows
Go to Settings to activate Windows.

Online Registration Steps (Students' role)

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- Once you make the correct selection , you press on **Save**. A message will pop up asking you if are sure of your selection. Click on **OK**.

Attendance

Section Homework Plan

Timetable

Exam Schedule

COURSE SELECTION

Grade: Grade Ten
 Date of Birth: 01/02/2003

Are you sure you want to submit your Elective Subjects ?

Please note that your registration for these courses will not be accepted and confirmed until parents approval.

OK Cancel

Please note that it is mandatory to choose one science subject.

Elective 1 Total (1 Credit)	
Subjects	Select
Mechanics & Thermodynamics (1.00 Credit)	<input checked="" type="checkbox"/>
Introduction to Business (0.50 Credit)	<input type="checkbox"/>
Computer Basics & Animation (0.50 Credit)	<input type="checkbox"/>

Elective 2 Total (1 Credit)	
Subjects	Select
Physical & Theoretical Chemistry (1.00 Credit)	<input type="checkbox"/>
Computer Literacy & Web Development (0.50 Credit)	<input checked="" type="checkbox"/>
Marketing Essentials (0.50 Credit)	<input checked="" type="checkbox"/>

Career & Educational goal

Details

Save

Activate Windows

Online Registration Steps (Students' role)

- After you click on **Save**, a message will tell you that your registration is pending for parent's approval. You should ask your parents to confirm your selection without any delay.

Timetable	Students Elective Subjects Selection for (Grade Eleven)	
Exam Schedule	The operation completed successfully!	
COURSE SELECTION	Your selected subjects have been submitted for your Parents approval !	
	Please note that your registration for any course will not be accepted and confirmed until parents approval. Please note that it is mandatory to choose one science subject.	
	Elective 1 Total (1 Credit)	
	Subjects	Select
	Mechanics & Thermodynamics (1.00 Credit)	<input checked="" type="checkbox"/>
	Introduction to Business (0.50 Credit)	<input type="checkbox"/>
	Computer Basics & Animation (0.50 Credit)	<input type="checkbox"/>
	Elective 2 Total (1 Credit)	
	Subjects	Select
	Physical & Theoretical Chemistry (1.00 Credit)	<input type="checkbox"/>
	Computer Literacy & Web Development (0.50 Credit)	<input checked="" type="checkbox"/>
	Marketing Essentials (0.50 Credit)	<input checked="" type="checkbox"/>
	Career & Educational goal	
	Details	

Pending for parent's approval !

Activate Windows

Online Registration Steps (Parents' role)

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- After the student register online, the parent should log into his /her account and select **Course Selection Approval**. The page that will appear shows the selection made by the student. The Parent should click on **Save & Approve** to confirm the selection.

Attendance	Elective Subjects Approval for (Grade Eleven)	
Teacher Comments	Please note that it is mandatory to choose one science subject.	
Supervisor Comments	Elective 1 Total (1 Credit)	
Section Weekly Plan	Subjects	Select
Timetable	Mechanics & Thermodynamics (1.00 Credit) <small>(Total allowed registrations: 30 Students / Total Registered Students: 2)</small>	<input checked="" type="checkbox"/>
Exam Schedule	Introduction to Business (0.50 Credit) <small>(Total allowed registrations: 30 Students / Total Registered Students: 0)</small>	<input type="checkbox"/>
Accounting Statement	Computer Basics & Animation (0.50 Credit) <small>(Total allowed registrations: 30 Students / Total Registered Students: 0)</small>	<input type="checkbox"/>
Update Parent Profile	Elective 2 Total (1 Credit)	
Update Student Profile	Subjects	Select
COURSE SELECTION APPROVAL	Physical & Theoretical Chemistry (1.00 Credit) <small>(Total allowed registrations: 30 Students / Total Registered Students: 1)</small>	<input type="checkbox"/>
	Computer Literacy & Web Development (0.50 Credit) <small>(Total allowed registrations: 30 Students / Total Registered Students: 1)</small>	<input checked="" type="checkbox"/>
	Marketing Essentials (0.50 Credit) <small>(Total allowed registrations: 30 Students / Total Registered Students: 1)</small>	<input checked="" type="checkbox"/>
	Career & Educational goal	
	<input type="text" value="Details"/>	
	<input type="button" value="Save & Approve"/>	

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Online Registration Steps (Parents' role)

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- A message pops up to inform that the operation was successful. **“Approved by parent “** .
- Finally, students and parents wait for the final approval of the school.

Attendance	Elective Subjects Approval for (Grade Eleven)	
Teacher Comments	Please note that it is mandatory to choose one science subject.	
Supervisor Comments	The operation completed successfully!	
Section Weekly Plan	The selected subjects have been submitted for Supervisor Approval !	
Timetable	Elective 1 Total (1 Credit)	
Exam Schedule	Subjects	Select
Accounting Statement	Mechanics & Thermodynamics (1.00 Credit)	<input checked="" type="checkbox"/>
Update Parent Profile	Introduction to Business (0.50 Credit)	<input type="checkbox"/>
Update Student Profile	Computer Basics & Animation (0.50 Credit)	<input type="checkbox"/>
COURSE SELECTION APPROVAL	Elective 2 Total (1 Credit)	
	Subjects	Select
	Physical & Theoretical Chemistry (1.00 Credit)	<input type="checkbox"/>
	Computer Literacy & Web Development (0.50 Credit)	<input checked="" type="checkbox"/>
	Marketing Essentials (0.50 Credit)	<input checked="" type="checkbox"/>
	Career & Educational goal	
	Details	

Approved by parent !

Activate Windows
Go to Settings to activate Windows.

Q & A