

173-4-1 /

REGISTRATION INSTRUCTIONS - TEACHERS

FALL 1973-74

FIRST HOMEROOM PERIOD - BEFORE REGISTRATION

1. Distribute pre-registration cards. If a student is present and you do not have a card for him, send him to the guidance office to get a card.
2. Distribute TRIAL SCHEDULE forms.
3. Distribute four-part STUDENT QUARTER PROGRAM schedule cards.
4. Have students complete information in the top section of the STUDENT QUARTER PROGRAM above the schedule section. Students are not to write in the STUDENT REGISTRATION schedule section. In the top section on the bottom blank line, the student is to WRITE IN HIS COMPLETE ADDRESS (street address or box number, city, state, and zip code). Each student should fill in as much of the remainder of the top section as possible. Remind students to write FIRMLY so that the fourth copy can be read. CHECK TO BE SURE THAT ALL COPIES CAN BE READ.
5. Have students complete trail schedule forms as directed on the form.
6. Instruct students to return to homeroom after they have completed registration so that their pre-registration cards and schedule cards can be collected.

REGISTRATION

1. As you register each student, be sure that you check his pre-registration card for proper course approval, put his name on the proper class roll, and fill in all the information on the STUDENT QUARTER PROGRAM schedule card (subject name, subject number, instructor, room number) after the period number. Some class rolls are red-lined to indicate maximum number. If a course has at least 15 in each class section, you may go over the red line as long as the class size does not exceed 35. DO NOT GO PAST 35 under any circumstances unless you are told to do so by the administration.
2. You may not register a student for a course not approved on his card unless you are certain there is a schedule conflict and he cannot possibly sign up for the course approved on his card or unless you have written permission from the administration. If a student wishes to drop a course because of conflict, he must go to the teacher who approved the course (or someone in that department) to drop the course. That teacher should mark through the course and initial the card again. If a course on the student's card did not make, the student may register for another course in any department with only the approval of the person scheduling that course.
3. After registration, return rolls to department head for proper distribution.
4. Be sure that you have the rolls for the classes you will teach before classes begin.

SECOND HOMEROOM PERIOD - AFTER REGISTRATION

1. Collect pre-registration cards.
2. Be sure student has top (blue) copy of the four-part schedule card. Collect the remainder of the form (three copies). ALPHABETIZE THESE SCHEDULE CARDS (HEADED STUDENT QUARTER PROGRAM). Separate the three parts so that you turn in one set of yellow cards (Guidance Copy), one set of pink cards (Library Copy), and one set of the back copy cards (Office Copy). Return all three sets, separated, to the guidance office.

FACULTY MEETING

1. Department heads return the top copy of each class roll to the guidance office at faculty meeting. Teachers keep the two carbons. Return the pink office copy when it is called for. Put names of assistants at the bottom.
2. Homeroom teachers return three sets of cards from homeroom students:
 - 1) three separated sets of alphabetized four-part schedule cards: Guidance Copy (yellow), Library Copy (pink), and Office Copy (on back)
 - 2) pre-registration cards of students registered
 - 3) pre-registration cards of students absent (not registered)

CENTRAL HIGH SCHOOL - TRIAL SCHEDULE

I. From the card titled COURSES REQUESTED that you completed last quarter, copy in the blanks below the courses that you requested which have been approved. From the enclosed sheet, COURSES OFFERED, copy all the periods in which these courses are taught. You will find that some courses that were requested will not be offered because not enough students asked for them. In this case you will need to add a course to your schedule to replace this one. This can be approved by any teacher in that department provided you show him your course request and he is sure that the course you requested is not offered. Any other changes because of schedule problems will be done by the guidance department with the approval of the administration. This is the only change that will be made.

SUBJECT

PERIODS OFFERED

II. Complete one of the two trial schedules below. YOU WILL WASTE SEVERAL HOURS OF YOUR TIME IF YOU DO NOT FOLLOW THE FOLLOWING PROCEDURES.

1. Schedule first those courses offered only one period per day.
2. Schedule second those courses offered only two periods, then three periods per day and so on.
3. Follow the same procedure until you have completed a trial schedule.
4. If time permits, it would be wise to try another trial schedule. This will be helpful if you find that your first schedule will not work during the day.

PERIOD COURSE NUMBER NAME OF COURSE

1		
2		
3		
4		
5		
6		
1		
2		
3		
4		
5		
6		

REGISTRATION INSTRUCTIONS

When the bell rings to end homeroom period, each student will go to the room listed on the last page (ROOMS IN WHICH TO REGISTER FOR COURSES OFFERED) to register for courses. Take with you all the material you were given in homeroom. When you enter a room to register for a class, get in line and wait your turn. When the teacher gets to you, give the teacher your pre-registration card and your four-part schedule card. Tell the teacher the name of the course, the number of the course, and the period you wish to enter. Follow the same procedure as you did in making your trial schedule. Register first for courses offered only one period, second for courses offered only two periods, and so on.

CENTRAL HIGH SCHOOL
COURSES OFFERED - FALL QUARTER
1973 - 74

COURSE NUMBER	NAME OF COURSE	PERIODS OFFERED
ENGLISH		
047	English Goes Mod	1,3,5
049	A Cool Experience	2,4,6
057	Grammar Review	2,3,4,5,6
059	Language Structure	1,4,5,6
062	Introduction to Writing	1,2,3,4,5,6
070	Introduction to Literature	2,4
077	Youth in the Space Age	1,3,4,6
080	Bible as Literature-Old Testament	1,2
083	American Literature to 1900	5,6
085	British Literature I	3
088	The Novel	5,6
091	Drama and Play Production	1
096	Yearbook	4
097	Honors English	2
098	Honors Humanities	5
SOCIAL STUDIES		
132	Where Are You	2,3,5,6
135	The Beginning of Our Country	3,4
137	America Right Now	2,4,5,6
151	Around the World with Maps	1,5,6
155	The World Today	2,4
159	Anthropology	1,3,4,6
162	U. S. History to 1865	1,2,3,4,5,6
171	Mechanics of Geography	3,5
182	Advanced World History	3
MATHEMATICS		
230	Introduction to Whole Numbers	1
232	Consumer Math	1,4,5
233	Numbers and Numerations-Whole Nos.	2,3,6
236	Sets and Whole Numbers	4,5
239	Number Theory and Whole Numbers	6
242	Operations of Sets and Whole Nos.	2,3,5
250	Mathematics of Finance	3,5
251	Basic Algebra and Related Geometry	1,2,3,5
253	Basic Geometry	1,6
254	Equations and Related Geometry	4,6
256	Similar Triangles	2
258	Polar Coordinates	4
SCIENCE		
326	Planet Earth	2,3,6
328	Basic Laboratory Techniques	2,3,4,6
330	General Chemistry and Industry	2,3,4,6
350	Exploring Modern Biology	1,5,6
352	Introduction to Biology	2,4
358	Ecology	2,3,5,6
360	Genetics	1
370	Introduction to Chemistry	1
380	Physics	1
FOREIGN LANGUAGE		
401	Basic Conversational French	1
403	Beginning French I	2
411	Basic Conversational Spanish	6
BUSINESS EDUCATION		
511	Giant Step	6
512	Up, Up and Away	1,2
521	Basic Typing (grades 10-12)	4,6
521	Basic Typing (grade 9)	5
524	Typing Business Forms	5
531	Bookkeeping I	6
546	Business Behavior	1
551	Shorthand I	3
566	Business Machines	1&2 (double period)
VOCATIONAL AGRICULTURE		
600	Beginning Vocational Agriculture	2
601	Shop I	1,3
611	Feeding and Breeding Cattle	4
619	Arc Welding	5
621	Gas Engine I	1
624	Greenhouse I	2
625	Greenhouse II	4
627	Nursery I	3,5
628	Nursery II	1

COURSE NUMBER	NAME OF COURSE	PERIODS OFFERED
INDUSTRIAL ARTS		
631	Manufacturing and Construction	1,2,5
633	Metal Technology A	3
634	Wood Technology A	3,6
635	Drafting A	1,2
636	Drafting D	2
641	Power and Transportation	4,5,6
643	Machine Processes B	3
644	Wood Technology B	3
651	Communications	3,4
HOME ECONOMICS		
661	Being a Model	4
664	Brides to Be	5
671	Private, Keep Out	1
672	House Beautiful	1
682	Let's Eat	1,2,3,4
683	Central Bake Shop	5
692	Let's Sew	1,4,5,6
693	Dressing Daze	3
698	Creative Stitchery	2,3
PHYSICAL EDUCATION		
730	Girls' Conditioning	2,3,4
731	Girls' Beginning Basketball	3
732	Girls' Advanced Basketball	4
733	Girls' Flag Football	2,5
740	Girls' Recreational Sports	1,6
751	Cheerleading	5
760	Boys' Conditioning	1,4
760	Boys' Conditioning (football players)	2
764	Boys' Beginning Basketball	1
767	Boys' Beginning Football	1,2
769	Boys' Advanced Football	6
773	Boys' Recreational Sports	4,5
780	Boys' Volleyball	3,5
MUSIC		
824	General Music (Chorus)	3
831	Band	4
834	Advanced Band	6
ART		
851	Creative Art I	2
856	Advanced Art	6
860	Ceramics	1,5
DRIVERS' EDUCATION		
900	Drivers' Education	3,4,5
ISP		
099	ISP English	1,2,3,5,6
199	ISP Social Studies	1,2,6
299	ISP Mathematics	2,3,4
399	ISP Science	4,5
599	ISP Typing	3
899	ISP Art	4
ASSISTANTS		
921	Office Assistant	1,2,3,4,5,6
931	Guidance Assistant	1,2,3,4,5,6
941	Teacher Assistant	1,2,3,4,5,6
961	Library Orientation	1,2,3,4,5,6
963	Classification	1,2,3,4,5,6
964	Reference Materials	1,2,3,4,5,6
VOCATIONAL HIGH SCHOOL		
971	Transportation Occupations	1-2,3-4,5-6
972	Metal Occupations	1-2,3-4,5-6
973	Construction Occupations	1-2,3-4,5-6
974	Graphic Arts Occupations	1-2,3-4,5-6
975	Electro-mechanical Occupations	1-2,3-4,5-6
976	Marketing and Distribution	1-2
977	Para-medical Occupations	1-2,3-4,5-6
978	Food Services	1-2,3-4,5-6
STUDY HALL		
999	Study Hall	1,2,3,4,5,6
XX		

ROOMS IN WHICH TO REGISTER FOR COURSES OFFERED

<u>COURSE NUMBER</u>	<u>TEACHER</u>	<u>ROOM</u>	<u>COURSE NUMBER</u>	<u>TEACHER</u>	<u>ROOM</u>
<u>ENGLISH</u>			<u>VOCATIONAL AGRICULTURE</u>		
047, 083	Dodge	207	600, 601, 611, 619	Lee	202
049, 080	Smith	204	621	Washington	201
057	Moran	211	624, 625, 627, 628	Palmer	300
059, 070	Cooper	311	INDUSTRIAL ARTS		
062	Guice	310	all courses		319
077	French	208	HOME ECONOMICS		
085, 088, 091, 096	Coleman	213	661, 664, 671, 672, 698	Lee	107
097, 098	Davis	112	682, 683	Hicks	106
<u>SOCIAL STUDIES</u>			692, 693	Abrams	109
132, 135	O'Neal	309	PHYSICAL EDUCATION		
137	Bulloch	205	all courses		Gym
151, 182	Sanders	210	MUSIC		
155, 171	Thompson	212	824, 831, 834	Jones	303
159	Ward	307	ART		
162	Henderson	306	851, 856, 860	Swindell	316
162	Lewis	308	DRIVERS' EDUCATION		
<u>MATHEMATICS</u>			900	Odom	206
230, 232		304	ISP		
233, 250	Conner	301	all classes	Bass	312
236	Belvin	111	ASSISTANTS		
239, 251	Wand, Mrs	302	921	Pullen	Off.
242, 253	Wand, Mr.	305	931	Malone	Guid.
254, 256, 258	Dunahoo	206	941 (see teacher who gave approval)		
<u>SCIENCE</u>			961, 963, 964	Highsmith	Lib.
326, 370	Taylor	314	VOCATIONAL HIGH SCHOOL		
328, 360	Hazelton	101	971, 972, 973, 974	Herndon	Guid.
330, 380	Robinson	103	975, 976, 977, 978	Herndon	Guid.
350, 352	Jackson	102	STUDY HALL		
358	Nelson	209	999	Malone	Guid.
<u>FOREIGN LANGUAGE</u>					
401, 403, 411	McLemore	203			
<u>BUSINESS EDUCATION</u>					
511, 524, 551, 566	Suber	110			
512, 521	Stubbs	113			
531, 546	Belvin	111			

All juniors must take U.S. Hist. 162