

Mass Academy Senior Year F2022 - S2023 [v1] Instructions to Research and Plan for WPI Courses, Part 1

Overview

- Step 1 Research: Research appropriate-level WPI courses, various resources
- Step 2 Approval: Request course approvals from content teachers (due by Fri 5/13 5 pm, changes can be made after)
- Step 3 Plan: Plan course sequences for the entire school year (due by Fri 5/13 5 pm, with your course approvals)
- Step 4 Schedule: Build several schedules in College Scheduler ("due" by Tue 5/17 10 pm)
- Step 5 Register: Register for courses in Workday (registration window opens Wed 5/18 at 1 pm)

Web Resources

Resource	Description
massacademy.org	See several files under, Student Resources, WPI Course Selection Information
courselistings.wpi.edu	To research courses offered next year, including descriptions, seats available, etc.
mrellis.com:8000	To request course approvals from teachers, and build your general plans for the year
wpi.collegescheduler.com	To build schedules based on actual sections, days, and times *
planner.wpi.edu	An alternate site to build schedules based on actual sections, days, and times *
hub.wpi.edu	To launch Workday, re-make final schedules, and officially register

The primary requirements

- 1 Math, 1 Sci, and 1 Hum course, each of the 4 terms (you cannot "double up" in a term)
- At least 2 terms of English, Literature, or Writing (EN-XXXX, or WR-XXXX)
- At least 2 terms of PE (WPI courses, or approved sports - ask Mrs. Ludes)
- Bio, Chem, U.S. History, Health, and PE courses on your transcript (details later in this document)
- Courses must be on the WPI campus, and In-Person

When researching courses and sequences for the entire year consider

- What are the Academy and state education requirements?
- Do you want to take courses in your interests or intended college major?
- Do you want to sample courses to help determine a college major or career?
- Do you want specific courses of interest, or common sequences to help transferable credits? (*discuss)

When building schedules consider

- Do you want to start early in the morning, or get out early in the afternoon?
- Do you want to schedule breaks between classes, or plan around commuting and employment needs?
- Do you want to get preferred courses, times, or professors? (*discuss)

The 5 easy steps: Research, Approvals, Plans, Schedules, Register

Step 1: Research appropriate leveled WPI courses

- Check the list of common courses taken by previous Academy seniors (Senior-CommonCourses-ByTerms.pdf)
 - o You can also check viable full-year course sequences (Senior-FullScheduleSequences-200Examples.xlsx)
- Check courselistings.wpi.edu for course offerings next year, including course descriptions
- Appropriate-leveled courses are generally in 1000's and 2000's (check for prerequisites)
 - o The Academy policy is that recommended background courses are required
 - o The Academy may have additional requirements not shown in WPI course descriptions (*discuss)

Step 2: Get course approvals from content teachers

- Go to mrellis.com:8000 to start filling out your Course Approvals
- Request courses you are interested in taking, and get approvals from the Academy content teachers
 - o Some courses may get Not Approved, require different terms, or need other adjustments
 - o Some courses may have a separate Contract which will be handled by content teachers
 - o Get approval for ADDITIONAL courses! - It is common that you do not get into some of your first-choice courses
 - o You can get approvals for other courses next year, usually on a separate Change of Course paper form

Step 3: Plan course sequences for the entire school year

- At the bottom of your course approvals are tables to build your intended primary and secondary plans for the year
- These plans help you, your senior advisor, and content teachers map valid sequences for the year
- Make Primary and Secondary plans, but you should consider and build more plans as backups

Step 4: Build several schedules in College Scheduler (or PlannerWeb)

- Go to wpi.collegescheduler.com - Use link from WorkDay or else you may need to login with your WPI credentials
- Build schedules one term at a time, save several preferred schedules per term
- Your complete senior year schedule must have:
 - One Math, one Sci, and one Hum course each term
 - At least two terms of English, Literature or Writing courses (EN-XXXX, or WR-XXXX)
 - At least two terms of PE (WPI courses, or approved sports - see Mrs. Ludes)
 - At least one course in Health (e.g. PE Wellness), if not already on your transcript
 - The PE and Health courses do not take a slot away from your Math, Sci, and Hum courses
 - At least one course in U.S. History, if not already on your transcript, which serves as Hum course for a term
 - At least one Bio course, if one is not already on your transcript, which serves as Sci course for a term
 - All students must have Chem on their transcript by the start of senior year
- All courses have Lectures [L], some courses have Discussions [D] and Labs [X] as well. The screenshot example below shows:
 - WR 1010 is lecture only, Section A03 (term A, section 03)
 - CH 1010 has Lecture (AL01), Lab (AX11), and a Discussion (AD17)
 - MA 1021 has Lecture (AL01), Lab (AX08), and Discussion (AD10)
 - Additionally, MA 1021 requires a grouped Lecture and Discussion (e.g. group 3)

	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Credits
	CH	1010	AL01	144	MTWThF 8:00am - 8:50am - Atwater Kent 116	3
	CH	1010	AD17	48	W 4:00pm - 4:50pm - Foise Innovation Studio 205	3
	CH	1010	AX11	24	MTh 11:00am - 12:50pm - Goddard Hall 110	3
	MA	1021	AL01 (group 3)	35	MTThF 10:00am - 10:50am - Stratton Hall 308	3
	MA	1021	AX08	35	Th 2:00pm - 2:50pm - Stratton Hall 003	3
	MA	1021	AD10 (group 3)	35	W 3:00pm - 3:50pm - Stratton Hall 304	3
	WR	1010	A03	20	MTh 3:00pm - 4:50pm - Salisbury Labs 407	3
						21

- Practice Tasks: In College Scheduler, make the following "test" schedules for Term A that have following:
 - MA 1021 Calc I, BB 1035 Intro Bio Tech, and EN 1251 Intro Lit (choice options, save schedule as TermA-Test1)
 - Make sure MA 1021 has blocks for Lecture, Lab, and Discussions (total 6 hrs per week)
 - Make sure MA 1021 has matching groups for Lecture and Discussion
 - If the planner stops showing some math blocks of time, uncheck and recheck the math course
 - MA 1021 Calc I, CH 1010 Chem1, and WR 1010 Elements of Writing (choose options, save as TermA-Test2)
 - Make sure CH 1010 has blocks for Lecture, Lab, and Discussions (total 10 hrs per week)
 - We will go through a Demo of searching courses, scheduling Breaks, and saving schedules
 - Now choose courses from your plans and continue making and saving schedules, for term A, and term B

Step 5: Register for courses in Workday [pending...]

- You should be able to log into Workday through hub.wpi.edu
 - Your Workday student login should already be enabled from earlier this year
 - We will revisit the Registration process once those logins are working
- The Academy registration window opens from Wed 5/18 at 1 pm, and stays open thru the Summer
- pending...

[see next page for FAQs]

Additional Information and Frequently Asked Questions

- a) **NR's:** For an Academy senior a WPI grade of NR (no record) is a failure. Failure in a Term A course results in dismissal from the Academy. A failure in Terms B, C, or D will prompt a reevaluation of the student's enrollment in the Academy and may lead to dismissal. See the Academy Handbook for more info.
- b) **Humanities:** Two of the Humanities courses must be in English or Literature categories (EN-xxxx, or WR-xxxx); a third course must be in United States History unless your sending school transcript indicates that you have already passed a year-long equivalent course. Ask Mrs. Small or Mrs. Post if you are unsure.
- c) **Science:** Should you take 4 terms in one full year topic of science, or diversify? Taking a 4-term sequence in one science topic may help the eligibility for transferrable credits but does not guarantee it. If you want a career in STEM but are unsure of the focus, then consider taking a complete semester in a science topic, or different topics each term.
- d) Some courses have additional Academy requirements which may include Course Contract, and/or written permission from Academy faculty. Discuss these courses with the Academy content teacher of approval.
- e) **Physical Education:** The Academy physical education requirement is that during the senior year, each student must participate in two (2) terms of physical education, selected from these options:
 - Enrollment in physical education courses at WPI, preferably during the A and C terms. WPI has asked us to avoid PE in term B for some college senior graduation requirements, and asked us not to take PE in term D.
 - Enrollment in SCUBA, karate, fencing, dance, etc. (with the approval of the Academy Director)
 - Participation in a club or team sports program at a sending school, or participation in an organized club sport defined as having an adult coach and formal schedule (with the approval of the Academy Director)
- f) Avoid Term D courses that meet only twice a week because student absences are too impactful. Some students may have conflicts due to competitions or college visits (do not schedule during in-session days).
- g) **Course Overloads:** Starting in the 2020-2021 school year, Academy students are not eligible to take WPI course overloads. Any exception requests must go through and get approved by the Academy content teacher and Director, and the WPI Dean of Undergraduate Studies.
- h) Any questions?