



# MADEIRA

TO: Class of 2019, Class of 2020, Class of 2021, Parents and Advisors  
FROM: M.A. Mahoney, Dean of Faculty and Academics  
RE: 2018-2019 Course Registration  
DATE: February 26, 2018

It's time to register for your academic courses for the 2018 – 2019 school year. We are approaching course registration with a three-phased approach. This means that you will register for different classes at different times. This process will allow you to see your schedule as it develops and have input at each phase.

## IMPORTANT DATES

Phase 1 Course Registration Forms due in Academic Office	By Monday, March 12 <sup>th</sup>
Phase 2 Individual Meeting w/Ms. Mahoney or Ms. McGroarty	April-May
Phase 3 Electronic (survey)	July

## PHASE 1

Phase 1 is when you confirm with the Academic Office your course selection for 2018-2019. In Phase 1, you confirm your core courses and identify athletic teams or theater productions for which you plan to try out or audition. Your sign-up sheet will be personalized, so that you will see what courses, including APs, you are eligible to select.

The last week in February/ first week in March, your advisee group will attend a session led by either Ms. McGroarty or me, during which we will explain all the details. For now, know that you will choose and confirm core courses (the next logical courses) in Phase 1. If you are a rising senior, this may mean you are choosing Co-Curriculum, AP Studio Art, AP English, Calculus, and Physics with Trigonometry. If you are a rising junior, you may be choosing something like Co-Curriculum, English III, US History, AP Calculus AB, and French III. You are NOT choosing specific content (which English IV course, for example), or electives (Robotics, for example) at this time. By March 12<sup>th</sup>, you will return your completed Phase 1 form to the Academic Office. This form is to be “signed” by you and your parent. If you are a boarder, your parent can sign by emailing you permission; you then staple a copy of that email to the form before you turn it in.

## PHASE 2

Phase 2 will occur in April and May. During your individual appointments with me or Ms. McGroarty, we will reflect on your growth this past year and plan for your upcoming year. We will discuss your schedule and options in more detail. We will give you some questions to think about before the meeting. Parents are welcome at the meeting. We will send sign-up information in March. Parents can attend in person, via phone, Facetime, or Skype. We enjoy these meetings for they provide an important opportunity for us to reflect on your growth and development.

### **PHASE 3**

Phase 3 will occur in July. Our goal is to publish your schedule on your MyBackpack page at the beginning of July. You will also receive a survey to see which electives fit your schedule and make decisions about those.

Summer work for each course and book and supply lists will be posted on [PowerSchool](#) on May 7<sup>th</sup>.

We look forward to working with each of you on your schedules and to reflecting with you on your growth and plans.

#### **Some notes...**

##### ***How do I sign up for my Co-Curriculum placement?***

You select a Co-Curriculum placement with the Co-Curriculum Office. Rising juniors and seniors will begin that process this spring.

##### ***How do I learn about courses?***

Course descriptions for 2018-2019 are posted on the Madeira website under the Academic head and then in the [Academic Department section](#).

##### ***Can I talk to departments about their new course offerings?***

Department Heads and teachers are excited to discuss their courses with you and look forward to you asking questions.

##### ***How do I register for an AP course?***

Your eligibility for AP courses is indicated on the Phase 1 Course Registration Form. AP Course descriptions are found on the Madeira web site in each [Academic Department section](#). If you are confirming a Phase 1 enrollment in an AP course to which you are eligible, you must also submit the AP Contract with your Phase 1 form.

##### ***When will I select my D block choices that are not team sports or theater related?***

You will be able to sign up for Fitness, Karate, Model UN, Nature Hikes, Pilates, Publications, Yoga and the like in August.