



Application Process and Timeline for Advanced Placement Courses 2012-2013

Any student wishing to enroll in an Advanced Placement course for the 2012-2013 school year must complete an application for that course. This process gives academic departments the opportunity to inform students if they are eligible for an AP course before the course selection process begins. In turn, students are able to make well-informed decisions about their course selections for the coming year. It is the student's responsibility to review and understand the prerequisites for each AP course before completing an application.

It is important the following instructions and timelines are adhered to:

- December 12, 2011**
- Applications for AP courses are available on the school website under the Academics menu.
 - Students must download and complete an application for each course they are considering for the 2012-2013 school year regardless of any approvals in prior years.
 - Students may complete the application forms for as many AP courses as they wish and be approved for more than three AP courses, but no student will be allowed to enroll or register in more than three AP courses.
 - The application must be filled out by the student in the student's own handwriting. Word processed/typed applications will not be accepted. Students must limit the responses on their application to the application page itself. Attachments will not be accepted. The student and the student's parent must sign the application form. All information on the application will be verified. Incomplete applications will not be considered.
- January 6, 2012**
- All AP course applications must be submitted to the box in the Main Office by this date. Late applications will not be considered.
- January 27, 2012**
- Department Chairs will return all AP course applications with notation of approval status to each student.
- February 3, 2012**
- Course selection worksheets are due to Guidance Counselors. An approved AP course application for each AP course a student selects must be attached to the course selection worksheet.

Students must understand that it is vital that certain steps of the process are completed before additional steps can take place. Failure to adhere to these instructions and deadlines could jeopardize approval for and enrollment in AP courses.

Students are reminded that their guidance counselors, teachers, and department chairs are available to assist them in making these scheduling decisions. It is *highly recommended* that students confer with their guidance counselors, in addition to their parents, as they investigate options for including AP courses in their schedules for the next academic year.

Once course selections are completed (4/30), students may not change their AP course choices. Enrollment in any AP course in the fall of the new school year is always contingent on meeting the prerequisites listed in *Shamrock Studies* in June of the current school year.