

## Mass Academy Senior Year F2023 - S2024 [v3] 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 Tue 5/09 7:45 am, changes can be made after)
- Step 3 Plan: Plan course sequences for the entire school year (due by Tue 5/09 7:45 am, with your course approvals)
- Step 4 Schedule: Build several schedules in Workday ("due" by Tue 5/16 10 pm)
- Step 5 Register: Register for courses in Workday (registration window opens Wed 5/17 at 1 pm)

### Web Resources

Resource	Description
<a href="http://massacademy.org">massacademy.org</a>	See several files under Resources -> Students and Families, WPI Course Selection Information
<a href="http://courselistings.wpi.edu">courselistings.wpi.edu</a>	To research courses offered next year, including descriptions, seats available, etc.
<a href="http://planner.wpi.edu">planner.wpi.edu</a>	A site to build schedules based on actual sections, days, and times *
<a href="http://hub.wpi.edu">hub.wpi.edu</a>	To launch Workday, re-make final schedules, and officially register

### The primary requirements

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

### When researching courses and sequences for the entire year consider

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

### When building schedules consider

- a) Do you want to start early in the morning, or get out early in the afternoon?
- b) Do you want to schedule breaks between classes, or plan around commuting and employment needs?
- c) 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

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

### Step 2: Get course approvals from content teachers

- a) Start filling out the course information in the provided document. You can add in courses later if needed.
- b) Request courses you are interested in taking, and get approvals from the Mass 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

- Use the provided 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 Planner Web

- Go to [planner.wpi.edu](http://planner.wpi.edu) (or use Helpful Links from Workday)
- Build schedules one term at a time, add several preferred schedules per term to Favorites
- 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)
    - The PE 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
- If you do not already have Health on your transcript, you will be required to complete an online Health course provided by Mass Academy – see Mrs. Ludes
- All courses have Lectures [L], some courses have Discussions [D] and Labs [X] as well. The screenshot example below shows:
  - EN 1251 is lecture only, Section A01 (term A, section 01)
  - CH 1010 has Lecture (AL03), Lab (AX05), and a Discussion (AD06)
  - MA 1021 has Lecture (AL04), Lab (AX02), and Discussion (AD04)
    - Additionally, MA 1021 requires a grouped Lecture and Discussion (e.g. group 4)

Course	Grading Basis	Credits	Sections						
			Section	Section Status	Instructional Format	Instructor	Start Date	End Date	Meeting Patterns
MA 1021 - Calculus I	Graded	3	MA 1021-AX02 - Calculus I	Open	Laboratory		08/24/2023	10/13/2023	W   9:00 AM - 9:50 AM   Unity Hall 241
			MA 1021-AL04 (group 4) - Calculus I	Open	Lecture		08/24/2023	10/13/2023	M-T-R-F   2:00 PM - 2:50 PM   Unity Hall 520
			MA 1021-AD04 (group 4) - Calculus I	Open	Discussion		08/24/2023	10/13/2023	T   9:00 AM - 9:50 AM   Portable Classroom
EN 1251 - Introduction To Literature	Graded	3	EN 1251-A01 - Introduction To Literature	Open	Lecture	Lance Schachterle	08/24/2023	10/13/2023	M-T-R-F   11:00 AM - 11:50 AM   Higgins Labs 202
CH 1010 - Chemical Properties, Bonding, And Forces	Graded	3	CH 1010-AL03 - Chemical Properties, Bonding, And Forces	Open	Lecture	Bruce Bursten	08/24/2023	10/13/2023	M-T-W-R-F   3:00 PM - 3:50 PM   Atwater Kent 116 Newell Hall
			CH 1010-AD06 - Chemical Properties, Bonding, And Forces	Open	Discussion		08/24/2023	10/13/2023	W   1:00 PM - 1:50 PM   Innovation Studio 203 Active Learning Classroom South
			CH 1010-AX05 - Chemical Properties, Bonding, And Forces	Open	Laboratory		08/24/2023	10/13/2023	M-R   4:00 PM - 5:50 PM   Goddard Hall 109 Chem Lab

- Practice Tasks: In [planner.wpi.edu](http://planner.wpi.edu), make the following "test" schedules for Term A that have the following:
  - MA 1021 Calc I, BB 1035 Intro Bio Tech, and EN 1251 Intro Lit (choice options, add to Favorites)
    - 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
  - MA 1021 Calc I, CH 1010 Chem1, and WR 1010 Elements of Writing (choose options, add to Favorites)
    - 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 adding schedules to Favorites
    - Now choose courses from your plans and continue making schedules for terms A, B, C, and D

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

- You should be able to log into Workday through [hub.wpi.edu](http://hub.wpi.edu)
  - Your Workday student login should already be enabled from earlier this year
  - Check if you have any "Awaiting Your Action" tasks or pending "Registration Requirements" and complete any open items
  - We will revisit the Registration process on Fri 5/12
- The Mass Academy registration window opens from Wed 5/17 at 1 pm, and stays open thru the Summer

[see next page for FAQs]

### **Additional Information and Frequently Asked Questions**

- a) **NR's:** For a Mass Academy senior a WPI grade of NR (no record) is a failure. Failure in a Term A course results in dismissal from Mass Academy. A failure in Terms B, C, or D will prompt a reevaluation of the student's enrollment in Mass Academy and may lead to dismissal. See the Mass Academy Student 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 Ms. 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 Mass Academy requirements which may include Course Contract, and/or written permission from Mass Academy faculty. Discuss these courses with the Mass Academy content teacher of approval.
- e) **Physical Education:** The Mass 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 Mass 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 Mass 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, Mass Academy students are not eligible to take WPI course overloads. Any exception requests must go through and get approved by the Mass Academy content teacher and Director, and the WPI Dean of Undergraduate Studies.
- h) Any questions?