**FAYETTEVILLE HIGH SCHOOL**

**CAP PROCESS INFORMATION**

1. **Math Placement**

An Excel document will be sent to all Advisors indicating the approved math courses that each student can choose from. If students want to take a math that is not recommended by their math teacher, the students must get a Math Waiver form from their math teacher, fill it out and return it to their Advisor, so the Advisor will know which math course to enter into the computer program. Advisors should return the Math Waiver Sheets to Susan King for the Math Department’s records.

1. **Student Aides**

Students who want to be an aide, either for a Teacher or for one of the offices, can request it on their Course Request Sheet during CAP. In order to complete the process; however, they must fill out an application that will be checked as follows:

**Students can request to be an aide on their Course Request Sheet and then they must follow these steps:**

One form will be used for all Aide positions (Teacher, Office, Attendance, Nurse, Counselor). The application is orange and must be picked up by the students in the Main Office (Pam Richardson). Once the students complete the top part of the form, the students must return it to their Advisor, and the Advisor must check the students’ transcripts to make sure they can have a non-credit course on their schedule. The Advisor should sign the application and return it to Evelyn Marbury’s mailbox for filing. Special note: students must choose an alternate course for the aide position in case they do not qualify to be an aide.

1. **NWACC Early College Experience Courses and NTI courses:**

Students who want to take English Comp I and II, College Algebra/Finite Math or any NTI course can request the courses on their Course Request Sheet. The students MUST choose an alternate course in case they do not qualify to take these classes. Conferences will be held with students who choose these courses after CAP to complete the application process with NWACC and NTI.

1. **Application/Audition Courses**

Many of the application/audition course teachers have not completed the application/audition process at this time. Students who plan on going through the application/audition process for these courses can go ahead and request the course during CAP. However, students MUST pick an alternate course in case they do not get accepted in the course.

1. **List of CAP Advisory Students**

A complete list of all CAP Advisory students will be sent to Advisors on Monday, February 27, 2012. Please look through the list to make sure it is correct. Some changes have been made to the Incoming Sophomore list due to some students dropping and new students added to the junior highs, so your list may be different than the first list sent to you.

1. **Technology Credit for Computer Program Training – 1 hour**

Training will be given on the Scheduling Program that we are using to input the course requests. If anyone needs technology hours, the sessions will be on **Wednesday, February 29th** at 7:15 a.m.-8:15 a.m. or 4:00 p.m. – 5:00 p.m. in Caver/Johnson’s room (2307). Please go to the PD website and register for the course – Morning session is 20941.1 and afternoon session is 20941.2. If you do not need technology hours, I will be in the rooms used for pink days all day on February 29, 2012, to show you how to use the program and give you time to enter course requests. Bring your completed Course Request Sheets and your laptop.

1. **Rooms Used for CAP**

Since we do not have a large room to set up for CAP Conferences, all teachers will be assigned to rooms on the 2000 level of the building. A master list of teachers and rooms will be sent out closer to CAP conferences. Approximately 5 teachers will be assigned to each room. By doing this, the counselors and administrators can be available in the hallways for anyone who may need help during conferences.

1. **Number for Study Hall: 999000**