Central Campus Course Requests 2019-2020

Intended Audiences:
Current Central Campus Students
New to Central Campus Students
Current DMPS Students
DMPS Parents/Guardians
DMPS HS & MS School Counselors
OOD Students
OOD Parents/Guardians
OOD HS Counselors

Contact – John Hickling, CC School Counselor or Mary Vang, CC School Counseling Assistant
Current Central Campus Students

Going on to 2nd or 3rd Year of a class/program
If you are in a class/program that has a second or third year to it, Mr. Hickling or Ms. Vang will make a classroom visit in late September/early October. You will let us know then if you want to go on to that class’s next year level. If you change your mind about the choice you made, please let us know by the last of day school in December by visiting us in the Counseling Office (2401). If you were not there the day we came in, please visit us in the Counseling Office (2401) and tell us in-person. Please let your home high school counselor know about your decision to move on or not move in this program.

Request a new class or program
If you would like to try a new class or program, you will need to make an online course request. Please use this link to make your course request. Updated Link to Round 2 Requests

Central Campus Course Requests SY 20-21
You will be asked for your DMPS Student ID and other basic information. It is very important that your ID number and email address are correct.
• When you choose the new class/program you want, a short student survey will pop up. Take that survey (it’s required).
• The site will ask if you want to make another class request. If you do, click YES, choose that class/program, and then complete the survey that pops up.
• When you have completed your request form, it will ask you if you are ready to submit it. Click “Yes” to submit your request or “No” to edit it.

*You will be notified of results in the spring by your school counselor.
Current DMPS 8th-11th Grade Students Who Will Be New to Central Campus

If you have never been a student at Central Campus and you want to put in a course request for a Central Campus course or program, please do the following:

MyAP (Helpful but not absolutely required)
In the fall, let your home high school counselor know of your choice for Central Campus.

Formsite Link Request (REQUIRED)
- Please use this link to make your course request. Updated Link to Round 2 Requests → Central Campus Course Requests SY 20-21
  You will be asked for your DMPS Student ID and other basic information. It is very important that your ID number and email address are correct.
- When you choose the new class/program you want, a short student survey will pop up. Take that survey (it’s required).
- The site will ask if you want to make another class request. If you do, click YES, choose that class/program, and then complete the survey that pops up.
- When you have completed your request form, it will ask you if you are ready to submit it. Click “Yes” to submit your request or “No” to edit it.

*You will be notified of results in the spring by your school counselor.
Out-of-District (OOD) Students new to Central Campus
If you have not been a Central Campus student before; and
If you attend a non-DMPS school, please make sure to complete the following steps:

1. Speak with your school counselor to see if your school will send you to Central Campus. Without the school’s approval, your family will be responsible for your tuition.
2. Start the course request process at: [Updated Link to Round 2 Requests ➔ Central Campus Course Requests SY 20-21]
3. Please do not use a made-up student ID#.
4. If you do not have a DMPS student number, it will prompt you to enter the information that we will need to send you the link to complete the necessary OLR process to generate a DMPS student ID#. We will send the OLR link to the email provided in the request form for the parent/guardian to complete. Once completed, we will process the OLR application and send the ID# to the family, which they will then use to complete the online request.

- You will be asked for your DMPS Student ID and other basic information. It is very important that your ID number and email address are correct.
- When you choose the new class/program you want, a short student survey will pop up. Take that survey (it’s required).
- The site will ask if you want to make another class request. If you do, click YES, choose that class/program, and then complete the survey that pops up.
- When you have completed your request form, it will ask you if you are ready to submit it. Click “Yes” to submit your request or “No” to edit it.

*You will be notified of results in the spring.*
Returning Out-of-District (OOD) Students to Central Campus

If your home high school is not in DMPS and you have already taken coursework at Central Campus, please complete the following steps:

Moving into the 2nd or 3rd year offering of your current program
If your program has a 2nd or 3rd year level, John Hickling and Mary Vang will come to your classroom to ask if you want to move on to this class’s next level. We will record your response. If you change your mind, please come directly to the Counseling Office (2401) by the last day of school in December to let us know personally of your change. Please notify your home high school counselor that wish to return to Central Campus and you need their approval.

New program or class

• Please use this link to make your course request Updated Link to Round 2 Requests →
  Central Campus Course Requests SY 20-21
• You will be asked for your DMPS Student ID and other basic information. It is very important that your ID number and email address are correct.
• When you choose the new class/program you want, a short student survey will pop up. Take that survey (it’s required).
• The site will ask if you want to make another class request. If you do, click YES, choose that class/program, and then complete the survey that pops up.
• When you have completed your request form, it will ask you if you are ready to submit it. Click “Yes” to submit your request or “No” to edit it.

*You will be notified of results in the spring.
Central Campus Course Request Results for DMPS Students

We will email results to your school counselor in the spring. You will get one of three responses:

**Request Removed:** Your request was removed because you indicated in your survey you were not willing to do or able to do some routine tasks or expectations for the class. Your request could be removed because we have more than one for you on file. We will delete the older request and keep the most recent request.

**Accepted:** You have been accepted into the program you requested. Congratulations! To make sure you still want this seat for this class, please complete this link with your school counselor or your parent/guardian. You will accept or decline your seat by class/program. This is a required step to accept your seat.

**Wait List:** Some programs will have many requests and not enough seats, time, or space for all students. We have your name on a wait list in case an accepted student does not accept or want their seat any longer. We will contact your counselor and you through the rest of the year and into the summer if you are next person on the list. We will not tell you your position on the wait list.

If you are offered a seat from the waitlist, depending on the time of year, you may be asked to complete the Course Confirmation to accept or decline your seat.
Central Campus Course Acceptance for OOD Students

We will email results to your school counselor, your parent/guardian, and/or you in the spring. You will get one of three responses:

**Request Removed:** Your request was removed because you indicated in your survey you were not willing to do or able to do some routine tasks or expectations for the class. Your request could be removed because we have more than one for you on file. We will delete the older request and keep the most recent request.

**Accepted:** You have been accepted into the program you requested. Congratulations! To make sure you still want this seat for this class, please complete this link with your school counselor or your parent/guardian. You will accept or decline your seat by class/program. This is a required step to accept or decline your seat.

**Wait List:** Some programs will have many requests and not enough seats, time, or space for all students. We have your name on a wait list in case an accepted student does not accept or want their seat any longer. We will contact your counselor and you through the rest of the year and into the summer if you are next person on the list. We will not tell you your position on the wait list.

If you are offered a seat from the waitlist, depending on the time of year, you may be asked to complete the Course Confirmation Link to accept or decline your seat.
**Glossary/Terms**

**Central Campus** – A program and regional academy part of DMPS (Des Moines Public Schools). Campus offers various CTE (Career and Technical Education) coursework to prepare students for their life after high school. Visit [www.centralcampus.dmschools.org](http://www.centralcampus.dmschools.org) for more information on our programs.

**Central Academy** – Our sibling campus next door. It is a different school and program. Academy offers various Advanced Placement (AP), accelerated coursework in the areas of math, science, liberal arts, and foreign language. They have their own way of requesting their coursework. It is separate from Central Campus.

**Course Request** – The opportunity for any student in the Des Moines Metro to ask to take coursework at Central Campus.

**Out-of-District (OOD)** – A student whose home high school is not part of Des Moines Public Schools.

**Course Confirmation** – We use this to make sure you really want your seat in your class. We hear from students that they never requested a class. We want you to be excited about your classwork here.

**Survey** – A student interest survey is given for each program when making the course request. Each program/class has its own survey with different questions. This survey is an attempt to honor a student’s lived experience and passions/interests related to the class/program.
**Glossary/Terms (part 2)**

**CTE** – stands for Career and Technical Education. Learn more about CTE in Iowa by visiting [https://tinyurl.com/yxmf2ov7](https://tinyurl.com/yxmf2ov7).

**Concurrent Enrollment** - when a student is enrolled for high school credit and college credit for the same class at Central Campus.

**Integrated (or Embedded) Credit** – some classes will have an integrated math or English credit. This means that as part of the coursework, they will have dedicated math or English instruction as part of their coursework. They will earn high school credit and college credit for this class.

**SDV – Electronic Portfolio – Internship** – As part of some courses there will be additional college credits assigned for an electronic portfolio, internship, or other activities related to the coursework. Instructors will have a syllabus for students detailing their expectations for these credits.

**Modified Block Schedule** – Central Campus changed its schedule to a 7-period modified block for SY19-20. Three days of the week, we run classes periods 1-7 in order (45 mins each). Two days of the week, we extend class periods to be longer for hands-on, in-depth instruction. Over the these two block days, each period will meet once (except 1st period which meets each day). You can see our schedule layout at [www.centralcampus.org > About > School Day/Bus Schedule](http://www.centralcampus.org).

**Early Bird** – Two classes we offer meet before the school day starts (PE and JROTC). Transportation to and from Central Campus is the responsibility of the student/family.
Important Online Links

Course Request and Survey: Updated Link to Round 2 Requests → Central Campus
Course Requests SY 20-21
DMPS OLR: Only completed by out-of-district students/families requesting Central
Campus courses. This is for first-time, OOD students to Central Campus only. Start
the CC Course Request Link. The link will be sent to you just after you complete the
request. Please do no enter a number in the Student ID box on the request form.
Your school counselor will have the course confirmation link to complete
There is more helpful information found at our website at:
www.centralcampus.dmschools.org. Our information will be found with the
Counseling/Enrollment menu.
• Class Listing (aka “DOTS”). This will tell you which courses we will offer, when
  they will be offered, how many periods are needed, and if there is any attached
  credit for the class (Integrated Math or English, community college, fine arts,
  elective, science, or math credits.
• Our current schedule to help the school counselor and the student to schedule a
  class.
• Bus and Parking Information
• Program One-Pagers (descriptions that are more student-friendly about each
  program)
SPED and ELL Students

We welcome all types of learners at Central Campus. We think our programming/classes offer fantastic opportunities to ignite a passion and to prepare students for life after high school. As a result, we want students who want to be here including SPED and ELL students.

We are working with DMPS district leadership on criteria that will help Central Campus and home high school staff determine if a dual credit class is appropriate for individual students.

Many classes have college credit and/or college competencies tied to them. There is also specialized, industry-related equipment/machines used. Language comprehension, written expression, math foundational skills are all essential parts of our programming for success and safety of all. We do not want to set students up for failure by not being able to meet course expectations.