Instructions to fill out your Course Request Cards:

1. Download the course request card from the link on the Bernalillo High School website or the email sent from your school counselor.
   - The document will be in Microsoft Word format and can be viewed in Google Docs as well. You will need to click into the fields to type in your responses. If you are completing the course request card on your phone, you can download the Microsoft Word app for the best compatibility to fill out the form.

2. Please read ALL instructions on the course request cards to be correct in your responses.

3. Completed course request cards are due to your school counselor by Friday, May 8, 2020.

4. You will need to save your completed course request card with your full name indicated on the file name (e.g., Course Request Last Name, First Name) and email or text a picture to your school counselor for your grade level in the 2020-2021 school year:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Grade (Class of 2021)</td>
<td>Brandi Moore</td>
<td><a href="mailto:bmoore@bernalillos.org">bmoore@bernalillos.org</a></td>
<td>(505) 404-0076</td>
</tr>
<tr>
<td>11th Grade (Class of 2022)</td>
<td>Jessica Barreras</td>
<td><a href="mailto:jbarreras@bernalillos.org">jbarreras@bernalillos.org</a></td>
<td>(505) 404-9720</td>
</tr>
<tr>
<td>10th Grade (Class of 2023)</td>
<td>Suzanne Sibole</td>
<td><a href="mailto:ssbole@bernalillos.org">ssbole@bernalillos.org</a></td>
<td>(505) 431-0219</td>
</tr>
<tr>
<td>9th Grade (Class of 2024)</td>
<td>Julia Straight</td>
<td><a href="mailto:jstraight@bernalillos.org">jstraight@bernalillos.org</a></td>
<td>(505) 585-4187</td>
</tr>
</tbody>
</table>

   **If you are not able to type in your responses on the course request document, you can send your course choices in an email or text message to your school counselor**

5. If you choose to take a dual credit course off campus, you will be contacted by your school counselor with additional instructions on how to enroll and register for the course.

6. Continue reading for additional instructions...

Important information from your BHS School Counselors:

Hello students! We miss you all! Although we are not able to work with you in person on your course request cards, we would like to offer you some additional tips on choosing your courses.

You will find the 25 graduation credit requirements on the bottom of the second page to review.

Here are things to consider when choosing your courses for the following graduation requirements:

**Honors, Advanced Placement (AP), Dual Credit: 1 credit needed to graduate**

If you have not completed 1 full credit of an Honors, AP, or a Dual Credit course, make sure to choose the best options for you and your interests.

Taking an Honors, AP, or Dual Credit (college) course means you are working at a faster pace in class, spending more time studying, and taking more challenging exams. The benefits of taking these courses help you better prepare for college study and certifications in career technical fields. Other benefits include:

(continued.)
1. Extra points in your Grade Point Average (GPA) for Honors and AP courses.

2. With an AP course, you will have the opportunity to receive college credit after taking the AP exam.

3. You will begin to earn credit toward a college degree by successfully completing a dual credit course with a grade of C or better.

4. BHS CTE Programs of Agriculture, Auto, Business, Welding and Woods all offer dual credit classes through local New Mexico colleges. You will get a head start in those degree programs!

What grade levels are these courses offered?

Honors: Grades 9th, 10th, 11th and 12th

Advanced Placement (AP): Grades 10th, 11th, and 12th

Dual Credit: 1.) Grades 10th, 11th, and 12th for Central New Mexico Community College (CNM), Eastern New Mexico University (ENMU), and Institute of American Indian Arts (IAIA) offered on BHS campus.

2.) Grades 11th and 12th for class taken off BHS campus at CNM and the University of New Mexico (UNM).

*If you have an IEP, please also discuss with your case manager which courses might best fit your educational path.

Career Readiness or Foreign Language: 1 credit needed to graduate

Of the 25 credits to graduate, students must complete at least one Career Readiness or Foreign Language course. These are programs in which you can choose your course:

1. Career Readiness: Choose a course in any of our Career Technical programs like Agriculture, Auto, Business, Culinary, Photojournalism, Welding, or Woods to meet this requirement.

2. Foreign Language: Spanish or Keres (for students affiliated with a tribe) classes are offered. If you are planning to attend college, it is in your best interest to take two years of the same language to meet most four-year college admissions. If you want to meet this requirement, you will need to start taking your language by junior year to finish the two years.

Please contact your counselor with any questions you may have. Hope to hear from you all soon!

WHAT IT TAKES TO BECOME A “SPARTAN GRADUATE”

BHS Credits Needed To Graduate: 25

Courses must be completed with a passing grade of 60% or Higher to earn credit:

- 4 Credits — English
- 4 Credits — Math
- 3.5 Credits — Social Studies
- 3 Credits — Science (2 Classes with a Required Lab)
- 1 Credit — Physical Education
- 1 Credit — Career Readiness or Foreign Language
- .5 Credit — Health
- 8 Credits — Electives

25 - Total Credits Earned

Note: Each Student must have at least (1 Credit) Honors, Advanced Placement or Dual Credit course.