

High School Course Requests FAQ

Questions	Answers
How do I know what courses I need?	Your Course Request Form lists the core courses for which are recommended and gives you space to list your preferred electives. On the back of the CRF, you will find all courses available for your grade level, including their basic prerequisites. You will also be sent your unofficial transcript via email on the same day you get your Course Request Form. By using these two documents and other important resources available on the LCA website > Current Parents > High School Parents > Scheduling Resources, you should be able to work through your options, consider your four-year plan and complete your annual course requests. As always, your counselor is available to work with you to determine your best academic path.
Is the Course Request Form necessary?	YES! It is our expectation that you thoughtfully and prayerfully consider your course choices before submitting them to LCA as the course requests collectively determine our master schedule. We need to know NOW how many students want/need each course so that we know how many sections we need and if there are additional staffing needs. Failing to submit your Course Request Form will result in you being assigned to electives that you may not want, but which cannot be changed. Be sure of your requests as you are making a commitment to them which may not be possible to change later.
When will I get my schedule?	High school schedules are released electronically one week before the start of classes in the fall semester.
Can I change my schedule?	Only course changes are possible , such as a switch from AP English Language to English III Honors. Changes to the class section (e.g. 1H English to 4H English) will not be considered.
How do I request a schedule change?	The “drop/add” window is the first five days of the semester. Requests for changes can be made via the Course Change Request form and require parent, teacher and counselor approval. No course changes can be made between when Course Request Forms are submitted and the start of drop/add.
What if I don’t get a class I want?	You may not get the courses that you want, either because of class size limits, because of a schedule conflict with other courses you need, because upperclassmen have scheduling priority or because you do not meet the prerequisites for the course. LCA will make every effort to give you the courses you want but we are ultimately responsible for ensuring your appropriate academic placement and building a master schedule that works for the majority, which means sometimes it doesn’t work for a small number of students. We will build and work off Wait Lists for courses that reach maximum capacity and encourage you to provide sufficient elective choices that we have options to choose from to make your schedule work for you.
Can I take a study hall?	Maybe. LCA requires 25.5 credits to graduate. There are 28 schedule hours available in a student’s four-year enrollment (4 years x 7 class hours). It is possible to take as many as three semesters of study hall in four years. (Rising freshman may take four semesters in four years.)

Do I need a world language to graduate?	Yes. You must earn two credits of the same world language during your high school enrollment (grades 9-12). World Language credit earned before grade 9 is included on your transcript and factors into your HS GPA but is not counted toward this requirement.
Do I have to take Physical Education and Health?	Yes. Those are graduation requirements and at LCA are now earned in 8 th grade. Transfer students who have not earned PE and Health credit must make up those credits in the first year of enrollment at LCA.
Can I have a Work Release?	Maybe. Only seniors who are on track to graduate may request Work Release. This is NOT an early release but must be for documented employment and requires administrative approval.
I am a senior. Can I have Work Release, Teacher's Aide and a study hall?	No. All students (9-12) must be enrolled in a minimum of five (5) graded (not pass/fail) LCA academic courses (core or elective) each semester.
Can I take an online class through a different school for one of my LCA graduation requirements?	Maybe. Students may request permission to take an online course for: 1) course advancement (e.g. take Geometry in the summer to allow enrollment in Algebra II in the school year); 2) if LCA is unable to make a required course work in your schedule; or 3) as an elective not offered by LCA. In addition, LCA may require enrollment in an online program to earn credit recovery after a failed course. Online courses must be taken through one of LCA's preapproved online providers and need LCA approval prior to enrollment. Students should work with their counselor to discuss options and must sign an Outside Coursework Agreement which details the relationship between the student, the online provider and LCA. Families are responsible for paying all tuition and fees for online courses directly to the online provider, in addition to LCA tuition. LCA provides very limited technical support for online courses.
Does LCA offer Dual Credit courses?	Yes. LCA has partnered with area colleges/universities to provide in-house Dual Credit courses taught either by an LCA teacher. Currently, LCA offers ENG 100 and ENG 110 plus COM 130 (Public Speaking) through Asbury University and BIO 115 (elective) and HIST 1110/HIST 1120 (US History) through Cedarville University. Because these courses are offered on LCA's campus, students cannot take comparable Dual Credit courses elsewhere to fulfill our graduation requirements.
How do I register for a Dual Credit course?	Dual Credit courses are typically limited to juniors and seniors. If you want to take one of the DC courses offered through LCA, simply enter it on your Course Request Form. If you want to take a Dual Credit course on your own and have it appear on your LCA transcript, submit an Independent Dual Credit Request form detailing the course you want, the college/university and whether or not you would like the course to fulfill a graduation requirement or be an elective. If approved, you will be notified via email and may proceed with enrollment. You are responsible for managing the application and enrollment process and ensuring that an official transcript is sent to LCA so that the course and grade can be added to your LCA transcript. DC courses taken as electives (not to fulfill a graduation requirement) are not included in the LCA GPA calculation but are included in the annual Kentucky Education Excellence Scholarship (KEES) reporting.