



# COPPER HILLS HIGH SCHOOL

## Arena Scheduling FAQ's

Question	Answer
I do not know my login/password.	<ul style="list-style-type: none"> <li>If you are currently attending a Jordan School District school, call your current school.</li> <li>If you are currently attending school outside Jordan School District, call the Copper Hills High Registrar's Office at 801-256-5396.</li> </ul>
My browser doesn't work.	Google Chrome has a pop-up blocker for Skyward. You will need to disable the pop-up blocker or use another browser (i.e. Firefox, Internet Explorer).
I do not see anything for Arena Scheduling in SkyWard	Select Copper Hills High at the top of the screen, in the field to the right of your name.
There is a class listed in the "Course Offerings" that is not on the Master Schedule.	The class was offered for students to request, and in most cases, not enough students requested the class for it to be carried. Only classes listed on the Master Schedule are available for scheduling. Not all classes listed on the "Course Offerings" will be available to schedule, based on student requests. For example, American Problems is on the course offerings. However, only 9 students requested the class. This class was not built into the Master Schedule.
All the class sections for a particular course are full and I am not able to get into a class I need for graduation.	After the initial Arena Scheduling Window, Administration will add and/or drop classes as necessary, based on enrollment. Arena Scheduling will open again in May for you to complete your schedule with the new classes that may have been added.
I do not have enough classes.	Arena Scheduling will reopen in mid May. All courses will be available and you can make changes at that time based on seat availability in each class.
I applied for one of the Tech Centers (JATC, CTEC). Do I need to meet with a counselor to have it added to my schedule?	It is not necessary to meet with your counselor. Tech Center will be added to your schedule and you will be able to build your other classes around it. <b>Reminder</b> – as you create your schedule, be mindful of your graduation requirements, and make sure you schedule the required courses: Language Arts, Social Studies, Math and Science. If you need a plan, please contact your Counselor.
What if I decide I don't want to go to the Tech Center after all?	You will need to contact the Tech Center first and let them know that you have decided to drop the Tech Center classes. Once you have notified them, call the Registrar's office at 801-256-5396.
I was accepted for an audition/application/tryout class.	When you audition or apply for one of these courses, the teacher/advisor will submit your name to the Registrar. The course will be added to your schedule so that you can build your schedule around it. If you decide that you don't want to take the audition/tryout class, notify the advisor and then call the Registrar's office at 801-256-5396 to have it dropped from your schedule.

I can't find Seminary.	Seminary is called Release Time.
How do I sign up for early morning seminary?	Contact the seminary (801) 280-4880 to enroll in the early morning class. Early morning seminary is not during the school day; therefore, if you are in early morning seminary it does not need to be added to your schedule.
I can't find a class in Course Description.	The course description that you type must match what is on the Master Schedule that is posted on the website. (i.e. you will not find "English" or "Language Arts" because its name on the Master Schedule is actually "Lang Arts"
I can't find a class by Subject.	Try one of the other subjects that it may be listed under. "Subject" is identified by graduation requirement codes. Some subjects can be credited to more than one graduation requirement, i.e. Ballroom Dance can be credited to either Healthy Lifestyles or Fine Arts.
The "Add" button does not work.	The class is full. Select a different teacher or period. If there are no other options, schedule an alternate course. If the class is required for graduation, more classes will be added and you can schedule the class when Arena Scheduling opens again in May.
I plan to graduate early during my senior year. Can I schedule classes only in Semester 1, and leave Semester 2 unscheduled?	No. You must sign up for a full-year's worth of classes. If you meet the graduation requirements early and have the proper paperwork in place with your Counselor, then your Counselor will adjust your schedule at the time you graduate.
What if I don't build my schedule?	A schedule will be built for you based on available classes. You will not be able to make any changes to your schedule when the schedule change window opens, because classes that are scheduled by a Counselor cannot be dropped. It is up to YOU to build your schedule, especially if you want the option to change it at a later date.
I don't plan to go to Copper Hills High next year.	Please contact the Registrar's office at 801-256-5396 and notify us of what school you will be attending (School Name, City and State).
I need to schedule a full year class into different periods for each semester.	See your Counselor.
"Add/Remove" option is not available.	Your Arena Scheduling window is not available. If you are attempting to build your schedule a minute or so before the window opens, to refresh your screen, click on "Arena Scheduling."
I cannot find a course under Description Search	Click on "Next" to see more courses.
How do I see what my schedule looks like?	Click on "Selected Classes." Click on "Available" to return to available courses.
Driver's Ed is only a quarter class. No other quarter classes are available. What are the other options for the other quarter and how do I add those to my schedule?	Careers is the other half of Driver's Ed and will automatically be scheduled into the same period, in the opposite quarter of your Driver's Ed class. You cannot take Driver's Ed during the school day without also taking Careers.
Which quarter of Driver's Ed should I schedule?	Schedule Driver's Ed based on your birth date as follows: <ul style="list-style-type: none"> <li>• Anyone born before 11/22/01 – Select course 02111 (Quarter 1)</li> <li>• Between 11/22/01 - 3/4/02 – Select course 02112 (Quarter 2)</li> <li>• Between 3/5/02 - 5/21/02 – Select course 02113 (Quarter 3)</li> <li>• Between 5/23/02 - 9/30/02 – Select course 02114 (Quarter 4)</li> </ul>

I cannot schedule summer Driver's Ed.	Summer Driver's Ed is not available to schedule on Arena Scheduling. You must sign up for summer Driver's Ed in the Main Office. Contact your counselor to schedule early morning Driver's Ed.
Concurrent enrollment classes:	Please note that concurrent enrollment classes are first-come, first-serve. We do not always have enough seats for all of the students that may want to enroll in the class. We do all that we can to accommodate as many students as possible.
Two (or more) of my classes are only offered the same period.	You will have to make a choice. Every effort was made to build the Master Schedule with as few conflicts as possible. Unfortunately, there will still be conflicts between certain combinations of courses.
My senior English class is not showing as an English credit.	The following courses, if taken during senior year, may count towards senior Language Arts credit: Lang Arts 12, English Lit/Comp AP, Mythology, Creative Writing 1, Creative Writing 2, HUMA 1010, COMM 1010 and ENGL 1010.
What if I miss my Arena window for my grade?	Arena will be open to all students to make any adjustments May 16 <sup>th</sup> through May 22 <sup>nd</sup> .
Can I create a schedule during the Arena window and change it later that day or when the window is still open, or is it final once it's submitted?	You may make changes any time your Arena window is open. See the timeline of events on the Copper Hills website for dates and times.