



**Quince Orchard High School**  
15800 Quince Orchard Road  
Gaithersburg, Maryland 20878  
301.840.4686

Dear Quince Orchard High School Student and Parent:

It is registration time again! This is a time when students, parents, teachers, and counselors work together to assist in the process of selecting the proper courses for each student. Students should take time to make sure that their selections are correct and appropriate. Counselors will assist students during the registration process to assure that graduation requirements are completed and to answer any questions or address any concerns during the process. **It is vital that students take the registration process seriously. Our master schedule is built based on student selections during this time period. Any changes to a student's course selections after the master schedule is completed are very limited.**

The registration process contains several parts:

1. During late January, registration materials are distributed to all students through homeroom. Each student will receive a Quince Orchard Course Catalog, a registration card with course level recommendations from teachers, and instructions for completing the registration card.
2. Students are to register for the required courses for their grade as recommended by their teachers (printed on registration card). If a student or parent has a question concerning the recommendation level, please contact the student's first semester teacher as that is the person who completed the recommendation level. If after contacting the teacher, a parent wants to discuss the recommendation further, please contact your child's counselor.
3. Students will have about a week to review the registration materials with their parents/guardians, make their selections, have the registration card signed by their parents/guardians, and will then be scheduled to meet with their counselor who will review the registration card with the student and collect it. Students need to have their card and registration material with them when they meet with their counselor. Students who do not return a completed card will be scheduled into courses based on their graduation requirements without input for electives.
4. The MCPS Course Bulletin and Quince Orchard's Course Catalog are available on-line at [www.mcps.k12.md.us/curriculum/coursebulletin](http://www.mcps.k12.md.us/curriculum/coursebulletin). Students are able to view descriptions of all courses offered by Quince Orchard HS. It is recommended that students view course descriptions before signing up for classes. Students who do not have internet access may request a copy of the MCPS Course Bulletin from their counselor. Not all courses in the MCPS bulletin are offered at QO.

Quince Orchard High School Counseling Department