Laquey R-V School District

Virtual Education Handbook



Student Services Office

Laquey RV School District 27600 Highway AA P.O. Box 130 Laquey, MO 65534

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Introduction

This guide has been prepared for parents, guardians, counselors and others who want to help students first decide whether online courses are a good option for them and, if so, how to proceed. In the pages that follow, you will find information about:

- the characteristics of a successful online learner
- how to enroll in online courses
- the impact coursework may have on academics and activities
- the difference between virtual learning and distance learning

Senate Bill 603 At a Glance

In the spring of 2018, SB 603 was passed, thereby expanding the online learning opportunities for students in Missouri. Highlights of this legislation are below.

- The school district must adopt a policy that creates a process for students to enroll in virtual courses and may include consulting with a school counselor.
- The school district must pay for eligible K-12 students to take virtual courses as long as the student: one, resides in the district; two, is currently enrolled in the district, three, was enrolled full-time in a public school the previous semester, and four, it is in the best educational interest of the student.

 **Exceptions for homeschool students who reside in the district is referenced below in the 'homeschool student' section of this document.
- School districts are not required to pay for courses beyond full-time enrollment. Therefore, if a student is already enrolled in seven courses in a semester during the regular year (or courses during the summer school session), the district will not be required to pay for additional courses.
- School districts are able to determine a student's eligibility to enroll in an online course and can refuse enrollment based on 'the best educational interest of the child'. Should the parent/guardian disagree with the district's decision, an appeal may be made to the local school board.
- School districts may use an outside vendor for online learning with Missouri Learning Standards being taught by a state certified teacher and the standards outlined in Section 162.1250 are satisfied.

What is Virtual Learning? What is Acellus & Launch? What is MOCAP?

Acellus (Virtual Learning) - 100% Online Learning From Home For 2020-21 Due to COVID-19

Due to COVID-19, for the 2020-21 school year, the Laquey R-V School District will be utilizing a vendor, Acellus, to provide an online curriculum for virtual learning 100% from home. The virtual courses are aligned with Missouri Learning Standards and are overseen by a state certified Laquey R-V teacher. The curriculum is comparable to the full curriculum taught during an in-seat course. Students can expect to spend an average of six hours a day for five days a week online from home. Teachers will be available to answer questions during a designated time and will be grading all written work and assignments.

<u>Launch (Virtual Learning) -</u>

Local school districts and charter schools may use their own preferred online provider. In some situations, an independent virtual provider, Launch, is used by Laquey R-VI School District's for some credit recovery, and other courses not offered at Laquey or with Acellus which aligns with the student's ICAP, or if taking courses full-time from home. Launch is operated and overseen by the Springfield, MO R-XII School District. Courses are designed by Missouri teachers and aligned to the state standards.

MoCap

Missouri Course Access and Virtual School Program (MOCAP) was established in 2007 as the state's online school. Students can take courses from any Internet-connected computer, available 24-hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high quality courses, and interactive online learning that is neither time nor place dependent. In accordance with SB 603, the Laquey R-V School District will provide access to virtual (online) coursework for students. Students and families that are interested in virtual course work should complete a Virtual Schooling Intent Form and contact the student's school administrator about the Missouri Course Access Program (MOCAP). Local board policy (6190). Missouri certified teachers facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, at any time. For more information visit the MOCAP website https://mocap.mo.gov/.

Profile of a Successful Online Student

The most important question to answer is if a student is well suited to be in an online learning environment. Parents and students should be aware that the demands of online courses are equal to, or exceed, those of traditional seated courses. Online instruction places much more responsibility on the student. A student should plan to spend at least one hour a day, five days a week, on each course. In other words, at least five hours per week on each course. This is similar to the amount of time a student would spend in a seated, in-school course. Students who are successful at online learning have the following critical characteristics:

Good Time Management

Can the student create and maintain a study schedule throughout the semester without the face-to-face interaction with a teacher?

Effective Communication

Can the student ask for help, make contact with other students and/or instructors online and describe any problem he/she is having with the learning materials using email?

Independent Study Habits

Can the student study and complete assignments without direct supervision and maintain the self discipline necessary to stick to a schedule?

Self-Motivation

Does the student have a strong desire to learn skills, acquire knowledge and fulfill assignments in online courses because of their educational goals?

Academic Readiness

Does the student have the basic reading, writing, math and computer literacy skills to succeed in an online course?

Technologically Prepared

Does the student know how to open, create and/or save a document, use various technology tools and identify file formats (e.g., doc, xls, pdf, jpg)?

**The Stanford Research Institute examined the accessibility of online learning for students, especially those who were at risk of failure. Their report cautions that students who have failed face-to-face classes may have challenges that will affect their success in an online course as well. More information: https://edpolicy.stanford.edu/sites/default/files/scope-pub-using-technology-report.pdf **

Making the Decision

In this process, a crucial role of the parent is to help the student decide if online learning is the most effective way for him/her to learn. Using the profile in the previous section is a starting point for making this determination. Once a parent decides if a student is likely to be successful, there are other questions to consider.

Technology

- What are the technical requirements for the courses the student wants/needs to take?
- Can the parent/guardian provide internet access that the student needs?
- How technologically savvy are the parents/students?

Learning Environment

- Is there a quiet area in the home in which the student can work on the online course or does the student have easy access to a facility that provides this form of environment (such as the public library)?
- Will there be a regular, designated time of day in which the student will work on the course(s)?
- Is the student willing and able to ask for help when needed?
- Will the student be able to complete the work without a teacher at hand to ask questions?

Considering the Course

- Does the course meet academic/graduation requirements?
- Has the course been approved for credit by the school?
- In the case of foreign language and/or math courses, has the student thought about the additional rigor that comes with these courses simply by having them online and not taught in a seated environment?
- Are there prerequisites for the online courses? Has the student met these requirements?
- Does the course meet NCAA Eligibility Requirements for potential Division I and II student athletes?
- How rigid are the course assignment/test dates?
- What is the time commitment (daily and length of term)?
- When can a student drop the course if he/she finds it too difficult?

Enrollment Procedures

Due to COVID-19, enrollment procedures and requirements for students using Acellus for virtual learning from home for the 2020-21 school year may not necessarily follow, or meet, all of the following. In order to enroll in an online course under the provisions of Senate Bill 603, students must be a resident of the Laquey R-V School District, have attended the previous semester and be willing to enroll/stay in the district.

Upon determining that online learning may be a viable option for a student, parents should contact the school counselor to pursue possible enrollment. A meeting will be scheduled with the Student Services Counselor and Administrator and student eligibility will be determined. The school district may deny a student/parent request to enroll in an online course at district cost if one or more of the following is true:

- The student has previously gained the credits provided from the completion of the online course.
- The online course is not capable of generating academic credit.
- The online course is inconsistent with the remaining graduation requirements of the student.
- The student must have been enrolled in the district the semester prior to the semester courses are requested.
- The student has not completed the prerequisite coursework for the requested online course.

- The student has failed a previous online course(s).
- The course enrollment request does not occur within the same timeliness established by Launch and/or the school district.

**If a family works directly with Acellus or Launch and not through our district educational team to enroll in classes, the family WILL be responsible for the cost of the course(s) in which they enroll their student(s). In addition, Laquey R-V School District may NOT accept the credit from these courses.

Homeschool Students

If a student who resides in the Laquey R-V School District was homeschooled the prior semester and wishes to take online courses at the district's expense, there are allowances for this. The following criteria must be met:

- The student resides in the district (and provides proof of residency).
- The student must have been enrolled in the district the semester prior to the semester courses are requested.
- The student must consider the district's preferred provider.
- The student must meet all of the online course expectations (regarding prerequisites, etc.).
- The student may only enroll in a total of seven courses a semester during the school year or one course during the summer semester (but may enroll in less than seven).

Enrollment Process

- Parent/Guardian must obtain a Virtual Learning Intent Form from the student's building office
- The Intent Form is returned and the building office sets up the first meeting
- Parent/Guardian meets with Virtual Education Team
- Parent/Guardian receives a Request to Enroll Form and Virtual Schooling District Handbook
- Virtual School Application returned to building office / sets up second meeting
- Second Meeting with Virtual Education Team
- Virtual School Application approved or denied / Decision dictates next steps
- Students will participate in orientation training for the virtual program

Academic Information

Launch offers various types of online coursework. All coursework is aligned to the Missouri State Standards. **Acellus** courses offered for the 2020-21 school year will match what is being offered to Laquey seated students. All coursework is aligned to the Missouri State Standards.

Traditional Virtual

- Designed for students earning first-time credit
- Students earn a letter grade and percentage
- Starts and stops with the traditional calendar; has set due dates
- Has both NCAA and MSHSAA approved courses (not all courses are NCAA approved)
- Course can be taken over a semester
- May require a proctored final exam conducted via web conferencing
- Curriculum may include individual assignments, culminating events, projects, electronic communications, work outside of the virtual course through google classroom, and group discussions, etc.

Dropping a course

Students have 2 school days from the start of the semester to drop a course without a grade penalty. Snow days will not factor into this count. If a student starts the semester in a virtual course but drops it before 2 days, he/she may request a transfer to a corresponding face-to-face course if space allows, or choose another virtual course. If a student drops a course after the district determined drop date, the student will earn an F for the course. Please contact the Student Services Office if you would like to drop a virtual course.

Attendance

Attendance is imperative. Students must login daily and make progress to continue in the program. Attendance is determined by completion of assignments and assessments within a course, as defined by MO Rev Stat 161.670 or 162.1250. If a student fails to attend online and a course is not completed, the Department of Elementary and Secondary Education (DESE) does not recognize the student as attending school for the year. DESE requires Laquey School District to report student truancy (10 or more cumulative absences). Excessively truant students are at-risk of being recommended to not continue the virtual program. Parents are expected to notify the teacher if a student is going to be 'absent' from virtual instruction. Laquey School District is required to report excessive absences to DESE as well as appropriate authorities such as children's division. Please call the Student Services Office at 573-765-3245 if your child is going to be absent online for more than four days.

Course completion is defined as, in grades 1-12, the student earned a grade in the course at the end of the semester. This grade can be passing or failing. In kindergarten, course completion means the student earned a complete in the course and not an incomplete or identified to repeat the course.

Privacy Policies/ Directory Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education record. These rights may be found at https://www.laqueyschools.org/admissions-policies under policy, regulation, and forms 2400.

The FERPA law requires that Laquey, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District in writing to the contrary. More information may be found at https://www.laqueyschools.org/admissions-policies under form 2400 Notice of Designation of Directory Information.

Plagiarism/Academic Dishonesty

Using someone else's work and claiming it as your own, even if it is unintentional, is plagiarism. It is important that students cite sources and use quotation marks appropriately to avoid plagiarism. Launch and Acellus, have a plagiarism policy. These same consequences can be invoked for cheating and/or forging/falsifying documents.

- 1st offense: Student will be allowed to redo the assignment for full credit and a formal warning will be issued.
- 2nd offense: Student will be allowed to redo the assignment for half credit and a second formal warning will be issued.
- 3rd offense: Student will receive a zero for the assignment and be referred to the administrator for possible additional consequences.

State Testing

All virtual students are required to participate in the Missouri Assessment Program (MAP) and End of Course (EOC) testing when appropriate. MAP and EOC tests measure a student's progress toward mastery of the Missouri Learning Standards. All testing is conducted at the local school site and must be taken within the school district testing window/schedule. The student and/or parent/guardian must contact the Student Services office to schedule testing dates and times. To earn a credit in an EOC tested course, the EOC test must be taken in the semester in which the student completes the course.

MAP: In the state of Missouri, all students in grades three through eight will take the MAP test in communication arts and math. Students in grades five and eight will also take the MAP test in science. EOC: End-of-Course assessments are taken when a student has received instruction on the course-level expectations for an assessment, regardless of grade level (but typically in high school). EOC tests are required in the subject areas of Algebra I, Biology, English II and Government.

Dual Credit Courses

Dual credit is a way of earning high school and college credits simultaneously for a college level course. Students wishing to obtain college credit through Launch (or another provider) must pay the college tuition. This does not include Drury University Dual Credit through Laquey School District. Dual credit is open to juniors and seniors who have accumulated a 3.0 GPA or 2.5 with a recommendation. The high school grade earned will be the grade recorded on the high school transcript. The grade received for the college class will be reported on the college transcript permanently. Students and parents must check with their preferred provider regarding dual credit offerings.

Graduation Requirements

To earn a Laquey R-V School District diploma, students need to successfully complete the 25 credits needed to graduate based on the school board approved graduation requirements. Students and parents need to work closely with the school counselor to make sure they are on track to graduate.

Credit Requirements

4 Language Arts: LA I (1), LA II (1), LA III (1), Senior English (1)

3 Mathematics: Algebra I (1) and Math Electives (2)

3 Social Studies: American History (1), World History (1), Government (1)

3 Science: Physical Science (1), Biology I (1), and Science Elective (1)

8 Flective Courses

Class Rank

All virtual education coursework obtained through a preferred provider will be calculated into a student's class rank equivalent to a seated course taken at LHS.

Senior Information

The senior year is a busy time for students and families and there are a host of deadlines involved in end of the year activities and graduation. Daily announcements are made at school. It is the responsibility of the student and his/her parent/guardian to keep up-to-date on senior deadlines and expectations. Specific questions can be sent to the high school office at 573-765-3245 ext.300.

A+ Program

Students who are enrolled in the A+ program and take virtual courses will have their attendance recorded as 95%, thereby allowing the student to meet the A+ program attendance requirements.

IEP/504 Students

The school's process coordinator will email your student's IEP or 504 to Launch so that it can be distributed to the student's teachers. Accommodations will be made accordingly. Laquey teachers will provide all Acellus required accommodations.***Each online course provider should have an IEP/504 policy in place. If not using Launch, the student is responsible for knowing and following the policy of their online provider as well as providing the information to the school so the student's IEP or 504 can be sent.***

School Athletics and Activities

Students that desire eligibility to participate in activities or sports at Laquey R-V School District school must meet the requirements set forth in Section 2 of the MSHSAA Handbook, entitled *Student Essential By-Laws*. The District follows the MSHSAA Handbook policies for all school sponsored extracurricular activities (clubs, sports, etc). A student who is already enrolled in the District and enrolls in online classes through the Launch or Laquey Virtual program may meet eligibility requirements outlined in By-Law 2.3.2 through meeting ALL of the following:

- To be eligible in the following semester, students must earn a minimum of 3 full credits the semester prior.
- The student is an enrolled and regularly attending student of the public middle/high school of residence, as defined in By-Law 3.10, and is taking a minimum of six credit-bearing, seat-time for a minimum of 3.0 units of credit at the school.
- All classes/assignments must be completed by the high school /middle school's close of the semester, as per By-Law 2.3.11, in order for those classes/credits to be considered toward activity eligibility.
- Online courses offered **by** and **at** the member school, which are completed no later than the close of the semester with credit placed on the transcript, can be counted toward activity eligibility.
- Virtual students may participate in athletics/activities if they enroll in a minimum of six credit bearing classes. All classes must be completed by the end of the semester. To be eligible the following semester, students must earn a minimum of 3 full credits the semester prior to the semester in which they wish to participate in a MSHSAA activity.
- Parents are strongly encouraged to review the MSHSAA handbook for further clarification regarding eligibility. For specific questions, please contact the Laquey R-V School District Athletic Director, Mr. Chance Allen, at 573-765-3245.

Technology

Any full-time students, with seated courses in a district building, will be issued a chromebook through the district. Any student who is not enrolled in seated classes, but enrolls in the district's preferred online provider, Laquey Virtual, will be issued a Chromebook. Any student not enrolled in seated classes with the district, that uses their non-preferred online provider, will have to provide their own device. The district, however, will not provide internet access; this is the responsibility of the parents/guardians.

Students who are enrolled with Launch are provided with Help Desk Support through Launch, available from 7:30 a.m. to 9:00 p.m., 7 days a week. There are two ways to access help:

- Send an email to support@fueledbylaunch.com (typical response is within 30 minutes)
- Call the Launch office at 417-523-0417. The office is only open from 7:30-4:00 Monday through Friday.

Students who are enrolled in Acellus will be issued a chromebook through the district. Students can access help with Acellus through their Laquey classroom teacher or through the Student Services Office. System requirements for Acellus are:

	Windows	Mac	iPad/iPhone	Android
os	Win 10, 8.1, 8, 7, Vista, XP	macOS 10.10 or higher	iOS 10 or higher	4.1.2 (Jelly Bean) or higher
Browsers	Edge, IE11, 10 Chrome Firefox	Safari Chrome Firefox	Acellus App	Chrome Android Built-in Browser

Final Advice for Parents

Throughout the student's enrollment in the online course, it is best practice to do the following:

- Set up a study space including technology required.
- Be prepared for any technical issues that may arise.
- Review the syllabus with your student.
- Define expectations for when and where your student will work on the course.
- Agree on incentives and consequences.
- Reinforce that online courses are as important as face-to-face courses and do become a part of the educational record.
- See that your student establishes a routine for working on his/her online course.
- Help your student maintain a regular study schedule.
- Monitor your student's progress.

Important Enrollment Dates

Regular Year Traditional Virtual Education Course Dates:

Enrollments for Launch will align with the Laquey R-VSchool District Calendar. For new students, courses may be added up to 20 days after the start of the semester. Courses must be dropped 20 days prior to the end of the semester.

Schedule Changes:

Schedule changes will not be made after the semester has been in session for two or more days.

Full Traditional Virtual Enrollment:

Full traditional virtual enrollment dates will be determined based on preferred provider deadlines.

Drop Courses:

In order to drop an online course, students must be within the drop date established by Laquey R-V School District and fill out a Course Drop Course Form.

Contacts

Please contact the Student's Services Office for more information regarding Virtual Education. If you have questions regarding Virtual Education, please contact Mrs. Casey Storie (573) 765-3245 ext, cstorie@laqueyhornets.us, Mr. Kent Stoumbaugh at ext. 250, kstoumbaugh@laqueyhornets.us, or Mrs. Shelley Mayle at ext 251, smayle@laqueyhornets.us

	Secondary Launch Course Offerings			
Math	Science	English LA	Social Studies	
Intro to Computer Science, Professional Math, Statistics	Astronomy, Earth Science	Contemporary Lit, Creative Writing I/II, Film as Literature I/II, Intro Speech	American Civil War, Economics, Psych of the Holocost, Sociology, World Geography	
Electives	Fine Arts	Practical Arts	W. Languages	
ACT Prep (S)	FA Appreciation:Music (S) FA Appreciation: Art (S)	Digital Communications (S), Early Childhood, Financial Accounting, Web Design (S)	Chinese I, French I-IV, German I-II, Japanese I-II	
AP Courses	Cr Recovery			
Comp Sci, Eng Llt, European Hist, Physics, Statistics	LA I,II,III, VIV, Health, Found of Alg, Alg I, Pers. Finance, Biology, Govt, U.S. History, World History			

SEE THE VIRTUAL EDUCATION APPLICATION FOR ACELLUS COURSE OFFERINGS (FACILITATED BY LAQUEY TEACHERS)

Laquey R-V School District Virtual Education Application

Request to Enroll Form Grades K-5



The parent/ guardian should complete this form and submit it to the school office no later than two days after the start of the semester in which the virtual schooling courses are requested. After receiving your request, the student services office will contact the parent/ guardian and students to set up a meeting to discuss the virtual school enrollment process. Please make sure to complete information below as well as the Online Learner Readiness Rubric that follows.

Student Name (First and Last)	Grade:
Parent/ Guardian Name (First and Last)	
Parent/ Guardian Number and Email:	
Requested date of virtual enrollment: Semester: Fal	l or Spring Year:
Subject Name of Virtual Course Requested	Virtual Course Provider
Math:	
Science:	
Language Arts/ Reading:	
Social Studies:	
Elective:	
Elective:	
**The enrollment process will begin after the form has been submitted and student takes place. Returning this form DOES NOT mean the student is app	
I agree to abide by all guidelines and procedures of virtual education. I underesult in removal from the program. I also understand that excessive absertemoval from the program and the District is mandated to monitor and repo	nces/ not logging on may result in the
Parent/ Guardian Signature Date	

Grades K-5 Acellus - Laquey Course Offerings				
Math	Science	LA/Reading	Social Studies	
Math K Math 1 Math 2 Math 3 Math 4 Math 5	Science K Science 1 Science 2 Science 3 Science 4 Science 5	LA/ Reading K LA/ Reading 1 LA/ Reading 2 LA/ Reading 3 LA/ Reading 4 LA/ Reading 5	SS K SS 1 SS 2 SS 3 SS 4 SS 5 Missouri History 3	
PE	Fine Arts			
PE (S) - With embedded Social Emotional Learning	Foundations of Music (Grades 4,5)			

Laquey R-V School District Virtual Education Application

Request to Enroll Form Grades 6-8



The parent/ guardian should complete this form and submit it to the school office no later than two days after the start of the semester in which the virtual schooling courses are requested. After receiving your request, the student services office will contact the parent/ guardian and students to set up a meeting to discuss the virtual school enrollment process. Please make sure to complete information below as well as the Online Learner Readiness Rubric that follows.

Student Name (First and Last)			Grade:
Parent/ Guardian Name (First and Last)			
Parent/ Guardian Number and Email:			
Requested date of virtual enrollment: Semester: Fa	all or	Spring	Year:
Subject Name of Virtual Course Requested	Vii	rtual Cour	se Provider
Math: 6 7 8			
Science: 6 7 8			
Language Arts/ Reading: 6 7 8			
Social Studies: 6 7 8			
Health/ PE			
Elective:			
**The enrollment process will begin after the form has been submitted ar student takes place. Returning this form DOES NOT mean the student is a		•	•
I agree to abide by all guidelines and procedures of virtual education. I un result in removal from the program. I also understand that excessive abs removal from the program and the District is mandated to monitor and re	derstand f	failure to comp t logging on ma	plete courses will ay result in the
Parent/ Guardian Signature Date			

Grades 6-8 Acellus - Laquey Course Offerings				
Math	Science	LA/ Reading	Social Studies	
Math 6 Math 7 Math 8 (Pre-Alg)	Science 6 Life Science 7 Earth Science 8	LA/ Reading 6 LA/ Reading 7 LA/ Reading 8	World Geography 6 Ancient Civilizations 7 American History 8	
Health/ PE	Electives			
Health(S) PE (S)- With Embedded Social Emotional Learning	STEM 7 Careers 8			

Laquey R-V School District Virtual Education Application

Request to Enroll Form Grades 9-12



The parent/ guardian should complete this form and submit it to the school office no later than two days after the start of the semester in which the virtual schooling courses are requested. After receiving your request, the student services office will contact the parent/ guardian and students to set up a meeting to discuss the virtual school enrollment process. Please make sure to complete information below as well as the Online Learner Readiness Rubric that follows.

Student Name (First and Last)			Grade:
Parent/ Guardian Name (First and Last)			
Parent/ Guardian Number and Email:			
Requested date of virtual enrollment: Semester: Fa	all or	Spring	Year:
Subject Name of Virtual Course Requested	Vi	rtual Cour	se Provider
Math:			
Science:			
Language Arts:			
Social Studies:			
Elective:			
Elective:			
**The enrollment process will begin after the form has been submitted an student takes place. Returning this form DOES NOT mean the student is a		0	•
I agree to abide by all guidelines and procedures of virtual education. I unresult in removal from the program. I also understand that excessive absorberous from the program and the District is mandated to monitor and re	ences/ no	t logging on ma	ay result in the
Parent/ Guardian Signature Date			

Grades 9-12 Acellus - Laquey Course Offerings				
Math	Science	English LA	Social Studies	
Pre-Algebra, Algebra I, Algebra II, Geometry, Integrated Math I, Integrated Math II, Trigonometry/PreCalc	Physical Science, Biology, Chemistry, Environmental Science(Ecology/ Conservation) STEM	English I, English II, English III, English IV, College Prep English	World History, American History, Government, Psychology	
Health/ PE	Fine Arts	Practical Arts		
Health(S) PE - Social Emotional (S)	Music Appreciation, Theater (S)	Video Production (S), Investigating Careers, College & Career Readiness, Microsoft Excel I/II (Computer Apps)		
AP Courses	Cr Recovery	Pers. Finance		
AP Calculus AP American History	LA I,II,III,& IV, Health, Alg I, Physical Science, Biology, Govt, U.S. History, World History	Personal Finance (S)	(S) = Semester Courses	