Southwest Virginia Governor’s School (SWVGS)

The Governor's School is a secondary gifted program for students who are eligible and interested in science and mathematics for the school systems served by SWVGS. MCPS is one of these school systems. The Governor's School is included as part of the local plans for the gifted as a curriculum program for high school students.

The program is funded through tuition paid by the participating school divisions and the Virginia Department of Education.

Students take math, science, technology, research, study skills, and career education classes at SWVGS. SWVGS is a shared-time program; students attend the Governor's School in the morning and return to their home high schools for afternoon classes.

Grading periods are nine weeks in length at SWVGS. Nine-weeks letter grades will be reported to students, parents, and to home school guidance counselors. Semester letter grades will be reported to the home school guidance counselors and to New River Community College (NRCC) or Radford University (RU) at the end of each semester according to the Governor's School calendar. Only semester grades will appear on a student's NRCC or RU transcript. Year grades will be calculated and reported to the home school guidance counselors for high school transcripts.

Students are responsible for having NRCC or RU forward transcripts to a college of their choice.
MCPS handles SWVGS courses in the following manner:

1. SWVGS courses must be listed on a student’s schedule for Master Schedule Collection report purposes.
2. SWVGS sends home its own report card; therefore, SWVGS courses will not be listed on MCPS report cards (they are not entered in the student’s historical grades).
3. Each school will receive a copy of these reports and should file these in the student’s cumulative folder.
4. Final grades for SWVGS courses will be entered into the student’s historical grades at the end of the school year.
   a. The final grade listed on the SWVGS report card will be listed on the transcript (historical grades) without the plus or minus. No grade can be left as an “I” (incomplete) and therefore must be resolved in order to enter a valid letter grade in historical grades.
   b. All SWVGS grades should be entered in historical grades with SWVGS as the school.
   c. According to Policy 6-6.3 “a student earns one (1) course credit for six (6) college/university semester hours in a single subject.” Therefore, if a student has a class at SWVGS that earns less than 6 hours of credit, that course will NOT be listed on the student’s transcript and the student will not receive a high school credit.

The following SWVGS courses will not be included on the student’s transcript or listed in the student’s historical grades:

1) GSM06 Introductory Linear Algebra
2) GSM09 Career Education
3) GSM10 Topics in Analytic Geometry
4) GSM14 Study Skill
5) GSS01 Junior Science & Technology Seminar
6) GSS02 Senior Science & Technology Seminar
The following table lists the MCPS course codes activated to record SWVGS courses on student schedules and in historical grades.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSC01</td>
<td>Software Design/Java Programming I</td>
<td>1</td>
</tr>
<tr>
<td>GSC03</td>
<td>Security and Privacy on the Web</td>
<td>0</td>
</tr>
<tr>
<td>GSM01</td>
<td>Calculus with Analytic Geometry I/II</td>
<td>1</td>
</tr>
<tr>
<td>GSM02</td>
<td>Calculus with Analytic Geometry II/Ordinary Differential Equations</td>
<td>1</td>
</tr>
<tr>
<td>GSM03</td>
<td>Statistics I/II</td>
<td>1</td>
</tr>
<tr>
<td>GSM04</td>
<td>Applied Calculus I/II</td>
<td>1</td>
</tr>
<tr>
<td>GSM05</td>
<td>Vector Calculus/Introduction to Cryptography</td>
<td>1</td>
</tr>
<tr>
<td>GSM06</td>
<td>Introductory Linear Algebra</td>
<td>0</td>
</tr>
<tr>
<td>GSM07</td>
<td>Trigonometry and Analytic Geometry/Calculus of One Variable I</td>
<td>1</td>
</tr>
<tr>
<td>GSM08</td>
<td>Vector Calculus/Ordinary Differential Equations</td>
<td>1</td>
</tr>
<tr>
<td>GSM09</td>
<td>Career Education</td>
<td>0</td>
</tr>
<tr>
<td>GSM10</td>
<td>Topics in Analytic Geometry</td>
<td>0</td>
</tr>
<tr>
<td>GSM11</td>
<td>College Algebra/PreCalculus with Trigonometry</td>
<td>1</td>
</tr>
<tr>
<td>GSM12</td>
<td>Calculus with Analytic Geometry II/Introduction to Cryptography</td>
<td>1</td>
</tr>
<tr>
<td>GSM14</td>
<td>Study Skill</td>
<td>0</td>
</tr>
<tr>
<td>GSS01</td>
<td>Junior Science and Technology Seminar and Project</td>
<td>0</td>
</tr>
<tr>
<td>GSS02</td>
<td>Senior Science and Technology Seminar and Project</td>
<td>0</td>
</tr>
<tr>
<td>GSS03</td>
<td>College Chemistry I/II</td>
<td>1</td>
</tr>
<tr>
<td>GSS04</td>
<td>General College Biology I/II</td>
<td>1</td>
</tr>
<tr>
<td>GSS05</td>
<td>Topics in Applied Physics: Introduction to Planetary Astronomy/Introduction to Galactic Astronomy</td>
<td>1</td>
</tr>
<tr>
<td>GSS06</td>
<td>General University Physics I/II</td>
<td>1</td>
</tr>
<tr>
<td>GSS07</td>
<td>Basic Environmental Science/Biotechnology Concepts</td>
<td>1</td>
</tr>
<tr>
<td>GSS08</td>
<td>General College Physics I/II</td>
<td>1</td>
</tr>
<tr>
<td>GSS09</td>
<td>Human Anatomy &amp; Physiology I/II</td>
<td>1</td>
</tr>
</tbody>
</table>
Entering a SWVGS Grade:

1. Look up the student on the Start Page and click on their name.

2. Choose **List View** under the Scheduling heading on the left toolbar.

3. Make note of the following information for the course that is receiving the grade.
   a. Course Number
   b. Section Number
   c. Course Name
   d. Teacher Name

   ![Scheduling Menu]

4. Choose **Historical Grades** under the Academics heading on the left toolbar.
5. The Historical Grades page will appear. Choose **Single New Entry**.

![Historical Grades](image)

6. **School Name** – The school name should default to the home school. Leave the home school name in this field (needed for the Master Schedule Collection report). The SWVGS name will appear under the **Virginia State Information** section at the bottom of the screen and therefore print on the transcript.

   ![School name](image)

7. **School Year** – Enter the current school year.

   ![School year](image)

8. **Store Code** – Enter the store code of F1. (A final grade, for transcript purposes only, is entered in historical grades; therefore, you do not have to enter a record for the Y1 store code.)

   ![Store code](image)

9. **Historical Grade Level** – Enter the student’s grade level for the current school year.

   ![Hist. grade level](image)
10. **Course Number** – Enter the course number and section as it appears on the student’s schedule.

| (a) Course number - Section number | GSS04 - 1 |

11. **Course Name** – Enter the course name as it appears on the student’s schedule.

| (b) Course name | General College Biology I/I |

12. **Teacher Name** – Enter the teacher name as it appears on the student’s schedule.

| Teacher name | Phillips, Rebecca A |

13. **Grade** – Enter the letter grade that the student earned for this course.

| Grade | B |

14. **GPA Points** – Enter the corresponding GPA points for that letter grade.

| GPA points | 3 |
15. **Added value** – Enter 1 in this field. (SWVGS courses are dual enrolled and therefore have a weighted credit.)

![Added value](image)

16. **Percent** and **Citizenship** – Do not enter anything in these fields.

17. **Earned Credit Hours** – Enter the number of credits that the student **earned** for this course.

![Earned credit hours](image)

18. **Potential Credit Hours** – Enter the number of credits that the student would have earned with a passing grade for this course.

![Potential credit hours](image)

19. **Credit Type** – Do not enter anything in this field.

20. **GPA Calculation** – Leave the radio button on “Include”.

![GPA Calculation](image)

21. **Class Rank Calculation** – Leave the radio button on “Include”.

![Class Rank Calculation](image)
22. **Honor Roll Calculation** – Leave the radio button on “Include”.

![Honor Roll Calculation](image)

23. **Display on Transcripts** – Leave the radio button on “Yes”.

![Display on Transcript](image)

24. Complete the following fields under the **Virginia State Information** section. In order for the Virginia transcript to print accurately, it is **extremely important** that these field be completed as stated below:
   
   a. **Verified Credits Earned** – leave this field blank
   
   b. **Substitute Credit Course** – MCPS does not use this field
   
   c. **Distance Learning Course** – leave this field at the default
   
   d. **Dual Enrollment Course** – use the pull down menu to select Yes
   
   e. **Advanced Placement Course** – leave this field at the default
   
   f. **Accelerated Course** – MCPS does not use this field
   
   g. **Honors Course** – leave this field at the default
   
   h. **International Baccalaureate Course** – MCPS does not use this field
   
   i. **Alternate School ID** – enter the school id number for SWVGS - 510217402230. *(This field is required in order for SWVGS information to print on the Virginia Transcript).*

![Alternate School ID](image)
j. **Alternate Course ID** – enter the course number that was entered above in step 8. *(This field is required for any course taken outside the school district or it will not print on the Virginia transcript).*

<table>
<thead>
<tr>
<th>Alternate Course ID</th>
<th>GSS04</th>
</tr>
</thead>
</table>

k. **Commonwealth College Course Collaborative** – MCPS does not use this field

l. **Summer Course** – MCPS does not use this field

25. Click **Submit**

26. This course is now added to the student’s historical grade record.

27. Repeat these steps to enter all SWVGS grades for this student.