

Registration and Schedule Changes

The master schedule of class offerings, teacher, and room assignments is all derived from the tallies of spring registration. For these reasons it is extremely important that students not change their schedules once their selections are made. However, as the master schedule is constructed, conflicts may occur in some student schedules. Students will be contacted (as soon as possible) to make alternate course selections, and no penalty fees will be assessed. Students electing to take School-To-Work will only be scheduled according to the established criteria (please see the section titled SCHOOL-TO-WORK). If students requesting School-to-Work do not follow the guidelines for enrollment in the program, the work classes may be dropped from their schedules.

It is very important that each student discuss class scheduling with his/her parent/guardian during the spring pre-registration time so changes are kept to a minimum. Pre-registration forms are supplied early in the spring. These forms must be signed by the student's parent/guardian signifying their knowledge of their son/daughter's selection of courses for the fall of the following year. Failure to return pre-registration forms signed by parent/guardian may jeopardize a student's course request list from being scheduled. Students must always follow the established registration guidelines to avoid any confusion or penalties. There are financial penalties for student/parent initiated schedule changes once registration deadlines have expired. No student/parent initiated schedule changes are allowed after the start of each semester.

The school may find it necessary to drop courses from the curriculum listed because of insufficient enrollment, unavailability of teaching personnel or teacher overload. Those decisions are made during the summer months when section information, teacher and room availability are finalized.

If a student enrolls in a two-unit (two semesters) course, it is expected that the student remain in the course the entire year. If the student decides to drop after one semester with the intention of completing the course during a subsequent year, that student may be requested to audit the first semester of the course. Class makeup, teacher time, changes in curriculum or textbooks all dictate progress made in each course each year.

Student Pre-Registration and Schedule Changes

The following policy will be used for student registration and schedule changes:

1. Pre-registration of students will occur during the early to middle part of the second semester. Students will take home pre-registration materials to their parents/guardians for discussion and selection of courses.
2. Students will receive pre-registration materials in a classroom setting (usually their English class). Course selection sheets will be completed by the students and taken home for a parent/guardian signature. Students absent on these days will need to see their respective counselor to complete the process.
3. Students and parents/guardians are to review the course selection sheets for necessary changes. Changes can be made on this listing of courses prior to it being returned. Course selection sheets will be due back within approximately one week when the student is scheduled to enter course selection requests into the computer (usually during a predetermined class).
4. Course selection sheets, signed by the student and parent/guardian, (with or without changes), must be returned on the day the student is scheduled to enter course requests into the computer.
5. During the week of registration, students will be given their actual daily schedule. Any student or parent/guardian initiated schedule change after the master schedule is completed must have a sound academic basis for the change and will result in a \$25.00 schedule change fee being charged. These changes may only be made in person, money in hand, during regular business hours.
6. Once school starts, NO student or parent/guardian initiated schedule changes will be allowed for the first semester without administration approval.
7. All second semester student or parent/guardian initiated schedule changes must be completed during the designated time approximately the last 2 weeks of the semester, or as otherwise determined. The changes must have a sound academic basis. The regular fee of \$25.00 would apply. NO student or parent/guardian initiated schedule change will be allowed after the start of the first day of semester exams.

At times, a teacher, guidance counselor, and/or administrator may believe a student schedule change is necessary. These changes can only be made with the approval of the principal and/or his designee. No fees will be assessed at any time for schedule changes initiated by the school.