

2015-2016 SCHEDULE CHANGE TIMELINE

SCHEDULE CHANGE

Deadline: September 18

Schedule changes will be permitted only if one or more of the following criteria are met:

Student is scheduled in the wrong course

Student is missing a required subject/course

Student went to summer school (and passed) for a scheduled course

Student already took a scheduled course

Student was notified in writing by a college that a specific course is necessary for admission (must produce college letter)

Schedule changes due to teacher, elective, or lunch preferences will not be permitted.

Course Level Change Request

Full year course deadline: September 30

Withdrawal - Full Year Course

May not add a course – only study hall- when available

September 4 – September 30: No record on Transcript.

October 1 – February 4: WD on Transcript.

After February 4: WF on Transcript.

Withdrawal - Semester Course

May not add a course – only study hall- when available

Semester I:

September 4 – September 25: No record on Transcript.

September 28 – October 16: WD on Transcript.

After October 16: WF on Transcript

Semester II:

February 4– February 24: No record on Transcript.

February 25 – March 14: WD on Transcript.

After March 14: WF on Transcript.

**** All change requests are subjective to administrative approval and course availability****