

USING THE PROGRAM OF STUDIES

Students are expected to give serious consideration to their course selections. Students should involve parents, teachers, counselors, and case managers in their decision-making process. Once a student has selected his/her courses and has returned the pre-enrollment form, he/she is expected to follow through with the original course selection.

Scheduling errors will be adjusted by the counselors before the beginning of school. Course issues and concerns should be brought to the counselor's attention as soon as they occur. When necessary, guidance and administration will determine the best method to resolve scheduling issues.

Action	Deadlines	Requirements	Important Comments & Notes
Course Selection	Month of February prior to the school year.	<ul style="list-style-type: none"> - 8th Grade Teacher recommendation for incoming freshmen - Others vary by course 	<ul style="list-style-type: none"> - Previous grades, teacher recommendations, standardized tests, and parental choice will be considered. - Course level selection must be consistent with demonstrated ability and past performance.
Course Changes	5 th day of the course	<ul style="list-style-type: none"> - Parent permission - Student must present solid rationale for the course change. 	Acceptable Rationale: <ul style="list-style-type: none"> - Scheduling errors - Final Summer School adjustments - Misplaced levels - Career goal changes for which a course change is absolutely necessary - Student previously failed the same course with the same teacher
Add Courses	5 th day of the course	As in "Course Change" above	Full year and semester courses can only be added within the first 5 days of the semester.
Drop Half-Year Courses	End of the 5 th week of Semester 1 & Semester 2	Completion of the Course Change Form (obtained in Guidance)	A student cannot drop a course if: <ul style="list-style-type: none"> - Dropping the course will result in the student carrying fewer than 5 classes for the semester regardless of the total credits being carried. - The request is made after the established deadlines. - The proper signatures are not obtained. Students dropping courses after the first 5 days of either semester may receive a "W" (Withdrawal) or a "WF" (Withdraw Failure) on their transcript.
Drop Full-Year Courses	End of Semester 1	As in "Drop Course" above	AS ABOVE
Change Levels for Half-Year Courses	End of the 5 th week of Semester 1 & Semester 2	Completion of the Course Change Form (obtained in Guidance)	<ul style="list-style-type: none"> - Change of levels will be done if students demonstrate clearly that the level they are seeking is consistent with their documented ability. - Students must first discuss their reasons for the level change with the teacher.
Change Levels for Full-Year Courses	End of Semester 1	As In "Change Levels" above	AS ABOVE