**WANT A SCHEDULE CHANGE?**

**BEFORE SUBMITTING A SIGNED SCHEDULE CHANGE FORM,**

**NO LATER THAN FRIDAY, AUGUST 25TH, 2017**

**PLEASE FOLLOW THESE GUIDELINES:**

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| **APPROVED REASONS:*** **HAVE CLASS ON SCHEDULE WHICH WAS ALREADY TAKEN (duplicate course)**
* **HAVE A CLASS ON SCHEDULE THAT IS OUT OF SEQUENCE (PRE-REQS NOT MET)… I.E. A FRESHMAN WITH CALCULUS.**
* **FAILED A COURSE AND NEED TO RE-TAKE**
* **COURSE WAS NEVER REQUESTED, EVEN AS AN ALTERNATE, ON COURSE SELECTION SHEET.**
* **DESIRE TO APPLY TO CACC.**
* **THOSE WHO WANT TO TAKE “1ST SEMESTER”, AND ARE IN NEED OF ADD’L ACADEMIC ELECTIVES**
 | **NON-APPROVED REASONS:*** **I WANT A DIFFERENT TEACHER**
* **I WANT PE LATER IN THE DAY**
* **I WANT PE EARLIER IN THE DAY**
* **I WANT TO TAKE THE SAME CLASSES BUT DURING DIFFERENT PERIODS**
* **I WANT TO BE WITH MY FRIENDS IN CLASS**
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| **STEPS FOR REQUESTING SCHEDULE CHANGES:**1. **DETERMINE IF YOU MEET THE REQUIREMENTS/PRE-REQUISITES FOR THE COURSE YOU WANT TO TAKE BY CONSULTING THE CURRICULUM GUIDE AVAILABLE ON THE WEBSITE.**
2. **PICK UP A SCHEDULE CHANGE REQUEST SHEET FROM OUTSIDE THE STUDENT SERVICES OFFICE.**
3. **PICK UP A COPY OF THE MASTER SCHEDULE FROM OUTSIDE THE STUDENT SERVICES OFFICE.**
4. **REVIEW THE MASTER SCHEDULE AND DETERMINE IF THE COURSE YOU DESIRE IS AVAILABLE AND WILL WORK WITH YOUR SCHEDULE.**
5. **COMPLETE COURSE SELECTION SHEET ENTIRELY.**
6. **RETURN SCHEDULE CHANGE REQUEST SHEET TO THE STUDENT SERVICES OFFICE.**
7. **IF THE SCHEDULE CHANGE IS APPROVED, MR. BARTH WILL DELIVER YOUR NEW SCHEDULE TO YOU.**
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**NOTE:**

***HIGH SCHOOL STUDENTS: IF YOU NEED ADDITIONAL ASSISTANCE OR ARE UNCLEAR ABOUT REQUIRED COURSES, PLEASE SIGN UP FOR AN APPOINTMENT TIME ON MR. BARTH’S DOOR.***

***JUNIOR HIGH STUDENTS: IF YOU NEED ADDITIONAL ASSISTANCE, PLEASE LET MRS. OWENS KNOW THAT YOU WOULD LIKE TO MEET WITH MR. BARTH.***