**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.** |

**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.***