



## **Schedule Change Guidelines**

Schedule changes are highly discouraged after students arena schedule themselves as students are expected to demonstrate responsibility and integrity while making registration decisions. As a school community, it's important to show respect to the administration as they make budgetary decisions based on registration numbers, to classmates who are denied a class when the enrollment reaches maximum allowance, and to the staff as they order instructional materials for their classrooms.

For these reasons listed above, the following guidelines will be enforced:

Schedule changes may be made before the start of the quarter as long as 15 or more students are enrolled in the course.

All other schedule change requests will not be honored unless it meets one of the following criteria:

1. With a doctor's note
2. To reschedule a failed course
3. To correct a scheduling error
4. To accommodate rigorous college courses

Thank you for partnering in understanding the importance of this.