



**CLASS CHANGE DEADLINES
2011 – 2012**

QUARTER 1 8/18/2011 – 10/21/2011	
Last day to add a class for credit (5 days)	Wednesday, August 24, 2011
Term A/B class (10 days)	Tues/Wed, August 30/31, 2011
Quarter 1 Progress report	Friday, September 16, 2011
Last day to withdraw from a class with no record (25 days)	Thursday, September 22, 2011
Last day for a level change (- 10 days)	Friday, October 7, 2011
Last day to withdraw from a class with a “WP” (-8 days)	Tuesday, October 11, 2011

QUARTER 2 10/24/2011– 12/22/2011	
Last day to add a class for credit (5 days)	Friday, October 28, 2011
Quarter 2 Progress report	Friday, November 18, 2011
Last day to withdraw from a class with no record (25 days)	Thursday, December 1, 2011
Term A/B class (50 days)	Wed/Thurs, October 26/27, 2011
Last day for a level change (-10 days)	Thursday, December 8, 2011
Last day to withdraw from a class with a “WP” (-8 days)	Monday, December 12, 2011
Term A/B class (-16 days)	Tues/Mon, Nov 29/30, 2011

QUARTER 3 01/12/2012 – 3/16/2012	
Last day to add a class for credit (5 days)	Thursday, January 19, 2012
Term A/B class (10 days)	Wed/Thurs, January 25/26, 2012
Quarter 3 Progress report	Friday, February 10, 2012
Last day to withdraw from a class with no record (25 days)	Friday, February 17, 2012
Last day for a level change (- 10 days)	Friday, March 2, 2012
Last day to withdraw from a class with a “WP” (-8 days)	Tuesday, March 6, 2012

QUARTER 4 03/20/2012 – 06/13/2012	
Last day to add a class for credit (5 days)	Monday, March 26, 2012
Quarter 4 Progress report	Friday, May 4, 2012
Last day to withdraw from a class with no record (25 days)	Monday, May 7, 2012
Term A/B class (50 days)	Mon/Tues, March 26/27, 2012
Last day for a level change (-10 days)	Wednesday, May 30, 2012
Last day to withdraw from a class with a “WP” (-8 days)	Friday, June 1, 2012
Term A/B class (-16 days)	Thurs/Fri, May 17/18, 2012

SCHEDULE CHANGES

Course schedules are derived based on student academic needs. Specific courses are placed in the master schedule based on course selections of students from the previous Spring Course Request Forms. Throughout the registration process, students are counseled to select their courses wisely as they will be held to the classes they requested (if none were selected counselors choose within courses available).

Any request for a schedule change must be submitted before the fifth (5th) day of the beginning of the quarter by initiating and securing the appropriate request form for schedule change from the guidance office.

- pink--request for schedule change,
- blue--request to add student aide or peer tutor,
- buff--level change

Strong consideration will be given to requests which involve schedule corrections to include but not limited to inaccurate level placement, readjustments needed due to summer school completion, etc. It is anticipated these changes would be very limited and only for significant extenuating circumstances. Schedule change requests after five (5) days into the quarter must be initiated by meeting with the grade-level counselor. Again, only requests that include severe extenuating circumstances will be considered.

Course Schedule Changes:

Day 1 through Day 5 (Term A/B courses Day 1 through Day 10)

- limited changes for justifiable reasons only
- requires counselor or administrator approval
- no penalty

Day 6 through Day 25 (Term A/B courses Day 6 through Day 50)

- no schedule changes w/o significant extenuating circumstances
- requires counselor and/or administrator AND parent approval
- no penalty
- no credit for new class

Day 26 through end of quarter (Term A/B courses Day 51 through end of term)

- no schedule changes w/o extreme extenuating circumstances
- requires counselor AND administrator AND parent approval
- no credit for new class
- penalty grade "WP" or "WF" will be entered on transcript for dropped class

Drop Course with "WP" or "WF" Form

A student may drop a class before the eighth (8th) day of the end of each quarter with a Withdrawal Pass (WP) if they are passing the class with at least a "D" grade. If they are failing the class they will receive a Withdrawal Fail (WF). A student may drop an A/B class before the eighth (8th) A/B day of the end of each term/semester with a WP or WF.

All drops after the deadline date are a WF regardless of the academic grade. Withdrawal Fail (WF) calculates like a regular "F" into the GPA.