

W. F. West Schedule change policy

Registration Policy and Procedures

Students are registered for classes every spring by the counseling staff. Students are advised of their academic standing and graduation requirements through classroom visits and advisory. After the completion of the spring student led conference, students go to the computer lab to register for their courses. At this time, students request which courses they would prefer to take. Classes requiring teacher approval (TA, Advanced weights, annual, tech assistant, etc.), or audition (choir, jazz band, etc.) will be assigned by the counselors accordingly and placed on the student's schedule. The registration process helps us plan the number of sections we need for classes and to distribute students equally. **And since students choose their courses, they will remain in the courses they are placed in at the beginning of the year.**

Students receive their completed class schedules in August. All schedules are reviewed by the counselors for accuracy. Counselors are available a few days before school to make academic adjustments if there is an error in a schedule (see the reasons below). The time set aside on these days is for brief problem solving of schedules that are missing key components. They are not academic advising or 4 year planning appointments. Note: There should be very few schedule changes necessary as students request the courses they wish to take toward graduation.

Schedule changes will be made for the following reasons:

1. Academic misplacement – Student is placed in the wrong level of class (Honors/Accelerated/AP vs. regular pace), or is placed in a class without meeting the pre-requisite (placed in chemistry without passing biology first).
2. Program change- Student has been accepted into an academic program or the student is no longer enrolled in a specific program of study (choir, band, New Market, Running Start, AP, etc.).
3. Missing an academic class- Student is missing a core class such as English, history, math, or science.
4. Missing a graduation requirement- Student is missing a course necessary to graduate in the upcoming school year.
5. To balance classes so that overcrowding does not occur.

Schedules will not be changed for the following reasons:

1. Student does not like the teacher.
2. Parent does not like the teacher.
3. The teacher does not like the student.
4. The teacher is “too hard.”
5. The teacher is “not hard enough”.
6. The teacher gives too much work.
7. The student is failing the class.
8. The class is perceived by the student to be too difficult.
9. To change the student’s lunch.
10. To have classes with friends.

Personality conflicts will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent or teacher should contact an administrator to meet about the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student’s schedule.

Course changes must be completed within the first 10 days of each semester. After 10 days, a F will be placed on a student’s transcript if he/she drops a course. If a student adds a course after 10 days, he or she possibly would not receive full semester credit for the course.

To schedule a meeting with a teacher, administrator, and counselor, please contact the counseling center at 807-7235 ext 5514