

CEC Course Requests 24-25 SY

Pre registration for returning CEC students January 10th- 16th

Open Registration for all students starts January 22nd and will continue in different rounds through the second week of the 2024-25 school year.

*We encourage all students to apply early to ensure that they get the classes that they want. Late registration depends on seat availability.

All student course requests will be taken through the CEC COURSE REQUEST GOOGLE FORM. Students can request their CEC courses through the google form through May 3rd. The google form will be found on our website: cec.aps.edu

- **Round 1** of course requests January 22nd - March 15th
- **Round 2** of course requests March 16th - **April 22nd**
- **Late Registration**
Counselor Google Form ONLY (NO MORE STUDENT COURSE REQUESTS)
 - ❖ Starting April 23rd thru 2nd week of fall semester. Counselors or CA's will fill out google form to request CEC courses for their students. **Late Registration Google form link will be shared prior to April 23rd**
 - ❖ CAs will be sent this google form to help support schedule changes over the summer

Student/Counselor Notifications

Students and Parents (if email provided) will be notified by email

- **Round 1** notifications starting the week of April 15th
- **Round 2** notifications starting the week of May 13th
- **Late registration** emails will be sent out weekly as requests come through counselor google form

Counselors Acceptance List/Notifications

- **Round 1 (primary spreadsheet)** list sent by CEC Week of April 8th
- **Round 2 list sent (added to primary spreadsheet)** by CEC Week of May 6th
 - ❖ Separate Excel sheets sent to every school
 - ❖ Tabs within each spreadsheet for Round 1, Round 2 and *Late Registration (until we "go live" in June)*.
 - ❖ A Column will be added to front of each high school's spreadsheet that will be used for notes of changes, drops, etc. This will help counselors stay informed and serve as reminders of all the communication coming through emails or phone calls with CEC

- **NOTE: Late registrations** will be added to the spreadsheet by CEC weekly starting April 23rd, only until schedules go live in June.
 - ❖ Spreadsheet will **not** be updated/used after schedules go live

Student Course Withdrawals

- **During Round 1(Jan 6th – March 16th) and Round 2 (March 17- April 28th)**, students can send course withdrawal requests to CEC directly. Students will email the Registrar and/or Counselor. After acceptances have been sent out and CEC placeholders are on student schedules, CEC will only accept course withdrawal requests via email from counselors (CEC official withdrawal form not required until first day of classes).
- **Late Registration Withdrawals (April 23rd thru 1st day of classes)**
 - ❖ Students will have to go through their counselor for a CEC course withdrawal (counselor or CA email to CEC)
 - ❖ Starting April 23rd counselors and CA's will fill in a google form for CEC course withdrawal requests. **Google form will be shared prior to April 23rd.**