



Career Enrichment Center Process for 2025-26 Course Requests, Notifications and Acceptances

Pre-registration for current CEC students: Monday, January 13 – Monday, January 20

CEC students will be able to register for 2025-26SY CEC courses a week before registration opens for all students. They will complete their course requests during their CEC classes. The course request form will not be available on our website during preregistration.

CEC will release the 2025-26 course request form on Tuesday, Jan. 21 on [our website](#)

Open Registration for all students starts Tuesday, January 21 and will continue in different rounds through the first 10 days of the 2025-26 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.
- Students can request their CEC courses by filling out the CEC Course Request Form found on our website from January 21 through April 18, 2025, <https://cec.aps.edu/cec/cec-online-registration>.

Application Process & Dates

- **Round 1** of course request submissions: **January 21 - March 2**
- **Round 2** of course request submissions: **March 3 - April 18**
- **Late Registration** course requests: **Monday, April 21 thru first 10 days of the fall semester**
 - **Course Requests accepted from Counselors ONLY. The course request form will be removed from the website. See your home school Counselor to register starting April 21, 2025.**
 - Counselors or CA's will fill out the google form to request CEC courses for their students.

Student/Parent Notification Process & Dates

All notifications will occur through **email**. If an email was provided for a parent/guardian, they will receive a notification as well. Students will be notified of acceptance/non-acceptance.

- **Round 1** notifications will start the week of **March 24**.
- **Round 2** notifications will start the week of **April 28**.
 - At this point, all students from both rounds who have been notified of acceptance will receive a welcome email from their CEC instructors as well.
- **Late registration** notifications will be sent out weekly starting **May 5**.

Counselor Process & Notification Dates

Course Requests

- **Late Registration** course requests: **Monday, April 21 thru first 10 days of the fall semester**
 - Course Requests accepted from Counselors ONLY via Google Form (NO MORE STUDENT COURSE REQUESTS). The course request form will be removed from the website.
 - Counselors or CA's will fill out the google form to request CEC courses for their students. The Late Registration Google form link will be shared prior to April 21.
 - CAs will be sent this google form to help support schedule changes over the summer.

Notifications (sent from CEC Registrar)

- **Round 1** notifications will start the week of **March 24**.
 - Each high school will receive an individualized spreadsheet with the list of accepted students.
 - There will be **tabs** within each spreadsheet for Round 1, Round 2 and *Late Registration* (until we "go live" in June).
- **Round 2** notifications will start the week of **April 28**.
 - The "Round 2" tab in the high school spreadsheets will be updated with accepted students.
- **Late registration** notifications will be sent out weekly starting **May 5**.
 - Spreadsheet will **not** be updated/used after schedules go live in June.

Student Course Withdrawal Process & Dates

- **Withdrawals During Round 1(Jan 13– March 2) and Round 2 (March 3- April 18):**
 - Students can send course withdrawal requests directly to CEC Registrar, Amanda Cortez.
 - After acceptances have been sent out and CEC placeholders are on student schedules, CEC will only accept course withdrawal requests from counselors, who will fill out the CEC Course Withdrawal google form on behalf of students.
- **Late Registration Withdrawals (April 21 thru first 10 days of the fall semester):**
 - Student course withdrawal requests will need to be submitted by counselors/CA's in the CEC Course Withdrawal google form. Withdrawal requests from students or parents will be referred back to their high school counselors.