

STUDENTS

REGISTRATION/WITHDRAWAL

I. REGISTRATION PROCESS

- A. Discuss the class selection with your parents/guardian.
 - 1. Review the Academic Planning Section of the Student Registration Book.
 - 2. Understand the Graduation Requirements in terms of credits, Basic Skills Tests and Graduation Standards.
 - 3. Identify the required classes.
- B. Complete the Registration Sheet
 - 1. Fill in your complete name and grade you are registering for.
 - 2. Select all of your classes, both required and elective.
 - 3. Include alternative classes to avoid being placed in a class you don't want.
 - 4. Parent/guardian must sign the registration sheet.
 - 5. Turn in your registration sheet early or on time.
- C. Once registration is complete, a master schedule will be built and your schedule may need to be adjusted if a class you have chosen is not offered, conflicts with another class, or is full.

II. WITHDRAWAL FROM CLASSES

- A. Careful planning by the students, parents/guardians and counselor before and at the time of registration will help to avoid making schedule changes after the academic year has begun. The following procedure is necessary if a student wishes to drop/add a subject during the **first seven days** of any semester.
 - 1. Student must be taking a minimum of seven classes (one study hall maximum).
 - 2. Student remains in the class for two days.
 - 3. Student will discuss the matter with the counselor.
 - 4. Student will consult with one's instructor.
- B. The following procedure is necessary for students dropping/adding classes **after the first seven days** of a semester.
 - 1. Students must be taking a minimum of seven classes (on study hall maximum).
 - 2. Students will receive a grade of "W" (withdrawal).
 - 3. Parental permission is required
 - 4. Instructor permission is required.
 - 5. Classes cannot be added after the first seven days of the semester.

- C. A schedule change will not be permitted if it means undue disturbance of the class size balance between sections that are in place at that time.
- D. The following procedure is necessary for students who wish to drop a year-long class at semester break.
 - 1. Instructor's permission is required.
 - 2. Parent permissions is required
 - 3. No credit will be given for a year-long class dropped at semester.
 - 4. Student will receive a "W" for the course.
- E. Exceptions to this policy include:
 - 1. A modification is necessary to meet the requirement of an Individual Education Plan (IEP).
 - 2. A change is necessary to accommodate the current academic level of the student.