

CONSISTENCY IN SCHEDULE CHANGES

2024-2025

The Course Verification process is the final and last opportunity to make schedule changes.

Staffing and course offering decisions are based upon student course selections during registration. This is the reason for limited schedule change options; however, there may be occasional circumstances that require a schedule correction.

Schedule correction requests must meet at least one of the following criteria:

- A correction due to an *error* in the schedule. For example: repeat class, two classes in the same period, shortage of classes, sequencing problems, rescheduling of failed classes
- Schedule balancing (typically 2 core courses per term)
- On-campus Program/Placement issues, (example: dropping band, JROTC, change of sport, not making team, etc.) ***Director or Coaches approval may be required***

Please note that certain schedule changes are not available - for example:

- Elective changes
- Core class changes including level changes
- VLA class to an in-person class changes
- Career Center class changes

WITHIN FIRST 5 DAYS:

- Changing an in-person class to a VLA online class
- On-campus program changes are allowed (**not** Career Center changes)
- Seniors may drop an elective in 1st or 4th period for Senior In or Senior Out
 - Do not rearrange schedule to make the change
 - Check total number of credits and minutes
- AP/Honors courses with **no** level change option can be changed (For example: AP Calculus AB, AP Calculus BC, AP Environmental Science, LOTE, AP European History, AP Comparative Government). If a student is in an AP or Honors course and has already completed the lower level course, he/she can drop the upper level course **within the first 5 days**.

AT THE 3-WEEK MARK:

- Once a student begins an AP or Honors course, he/she must stay in the course for 3 weeks. Students may request a level change at the 3-week mark. Follow the level change policy.

ALL SCHEDULE CORRECTIONS MUST BE COMPLETED WITHIN THE FIRST 5 DAYS
