

# **How to Request a Course Change at EMCS**

**1. Complete a Request for Course Change form** (available at the main office) and return the completed form to the office. Please note that the form must be complete with reasons for your requested change(s) **AND** a parent signature.

The deadline for requesting a course change is **usually the end of the first week of classes each semester**.

**2.** Continue attending **all** your classes as listed on your current schedule until you either receive a revised schedule OR a note explaining why your requested changes were unable to be made. There is no guarantee that your requested changes will be possible.

Counsellors will notify you once the request has been reviewed by leaving a note and/or new schedule for you at the main office. Listen for your name to be called during daily announcements.

### **3. Remember...**

- The school's timetable was built based on your original course requests. With the exception of balancing your semesters or other exceptional circumstances, if you received the courses you asked for, requests for changes will not be considered.
- In order to get your required courses, you may have been scheduled into one or more of your alternate / back-up elective requests.
- All current Grade 10 – 12 students met with a Counsellor last school year to map out a detailed high school plan and make careful & informed course selections for this year.
- If you have a case manager you must speak to him/her first.

**4. Please be patient.** 😊 During the first week of school, Counsellors' scheduling priorities are as follows:

1. Registration of new students
2. Ensuring all students have a full schedule
3. Adjusting schedules based on completed summer school courses and distance learning courses
4. Correcting any timetable errors e.g. students in the wrong math class
5. Ensuring all Grade 12 students have the courses necessary to meet graduation requirements
5. Balancing student schedules so students have a manageable academic load in each semester
5. Reviewing other student requests for course changes

\*\*\*\*\* Course selection should be based on **your** interests, goals, and abilities. Do not request changes to be in classes with friends.