



Grade 12 Course Change Request

2019-2020

Please read in full before submitting a request for a change to your timetable.

Our priority is to provide Grade 12 students with a complete timetable (8 courses) and to have students in all the required courses for graduation and for admission to the programs they are considering.

Our timetable was built upon the requests (and course verification changes) we received. The majority of our courses are at class size limit at this time. Please be aware that when a student has singleton classes, or courses in a special program, it reduces the flexibility of a student's timetable.

IF YOU WISH TO MAKE A CHANGE TO YOUR TIMETABLE, PLEASE BE AWARE OF THE FOLLOWING:

- We only keep a waitlist for the first three weeks of school for those courses required for post-secondary entrance.
- Requests for changes to elective courses must be received by **Wednesday, September 11**. No late forms will be received this year. Counsellors will work to accommodate your request up until **September 18**.

| Course change requests will be reviewed in this order: | | |
|--|--------------|---|
| Aug 27 – Sept 5 | Priority #1: | Incomplete timetable – Students who do not have a total of 8 courses |
| | Priority #2: | Incorrect course – Students who are in the wrong academic or required course (e.g. went to summer school and should be in Pre-Calculus 11) |
| | Priority #3: | Require a different course – Required for post-secondary plans |
| <hr/> | | |
| Sept 6 – 11 | Priority #4 | Request for different elective – every effort has been made to give students the elective they requested. Singleton courses often means students have to make choices. |

- We have found that students should consider waiting to hand in their Priority 3 changes until after they have been to all of their classes for the first two days. Once we have moved a student out of a class we are rarely able to reconstruct the schedule back into those classes.
- Counsellors will be in touch with students through email if additional information is required.
- Students may review their timetable in MyEdBC. If additional changes are made by the counsellors, students will be informed.
- You are welcome to log in to MyEdBC each evening to see if your timetable has been changed.

Office use only

Date received: _____
Number: _____
Priority: 1 2 3 4

Grade 12 Course Change Request 2019-2020



Please read instructions on reverse side before completing this form.

Last Name: _____ First Name _____

Date: _____ WGSS Student # _____ Current Grade: 12

Home # _____ Student Cell # _____ Parent Cell # _____

*Student Email: _____ *Parent email: _____

* It is very important that we are able to read your e-mail address in order to communicate with you about your course change

Are you an identified student: Yes / No: _____ ISP/ELL Student: Yes / No: _____
If yes, who is your case manager/resource teacher: _____

BEFORE SUBMITTING A REQUEST PLEASE READ THE **REVERSE** SIDE OF THIS SHEET

Have you checked the on-line list of full and cancelled classes? View them at: <http://www.wgss.ca>

Course change requests will be reviewed in this order:

Priority #1: Incomplete timetable – students who do not have a total of 8 courses

Priority #2: Incorrect course – students who have do not have (or who have met) the prerequisite for a course. *This does not include 'I changed my mind and don't want this course anymore.'*

Priority #3: Require a different course – required for post-secondary plans

Priority #4: Request a different elective – changed your mind from what you originally requested or based on what fit in your timetable. (This includes adding a Student Aide or Study Block with the appropriate form attached.)

Post-Secondary Plans: (including institution, program information and pre-requisite that you are needing: _____)

Reason for requesting a change: _____ Priority: 1 2 3 4

Are you willing to have your entire timetable changed to accommodate this request? YES NO

Study Block/Student Aide Forms must be attached with appropriate signatures of parent/teacher Form attached: _____

Requested Change

| FROM | TO | |
|---------|---|---|
| Subject | Subject <i>(List more than one alternative if you are requesting an elective change)</i> | √ |
| | | |
| | | |
| | | |

Student Signature

Parent Signature

ISP / Resource Teacher

Counsellor Signature

Last day to submit Course Change Form: September 11, 2019