

2018-2019
Cathedral High School Schedule Change Policy

Course selections for the following school year will begin early second semester each year. Considerable time and effort will be spent with students in helping them make these selections. The goal is to have students informed so as to make the proper selections for their academic and career goals. The school administration will then do their best to accommodate and schedule these requests. Therefore, it is important that students make their selections carefully as we will limit schedule changes after the end of the scheduling process. Students will have the opportunity to change a class on their schedule prior to the end of the previous year. Schedule changes will only be allowed due to:

1. Conflicts in your schedule (missing classes or doubled classes)
2. The need for the administration to balance class size
3. Medical reasons with documentation
4. Request to take a course to qualify for the Academic Honors Diploma
5. Failure of a course required for graduation
6. Request to add a course for admission to a particular college with documentation from the college (listing of requirements from a college website is sufficient)
7. Adding a course in place of resource or resource in place of a course
8. Dropping and adding a course due to a change of interest, career direction
9. Adding a course to continue the sequence of a year-long course

No schedule changes will be allowed after spring break except for a week in May that we designate and only for legitimate reasons. Level changes are the exception to this. If you add a class in May that is already full you will be placed on a waiting list.

There will be no changes prior to the first day of school. Students must sit in a class for a full period before switching and again only for legitimate reasons. The only changes that will be permitted before school starts will be for students who are in two classes in the same period or have an open spot in their schedule.