

SCHEDULE REPAIR GUIDELINES 2021-2022

Students may make schedule repairs for only the following reasons:

1. Mistake on Schedule
 - Duplicate Classes
 - Incorrect Level Placement
 - Failed a class
 - Already taken class
 - Do not meet prerequisites
2. Not meeting graduation requirement

Schedule Repairs – *Schedule Repair Request Forms* will be available for students to have repairs made to their schedule prior to the ADD/DROP window. Schedule repairs will be limited to only the criteria listed above and will not address changes to a student's course plan (ICAP) (aka "changing their mind"). Counselors may not be able to honor some requests due to seat availability or other constraints. Counselors will email the students if a request cannot be made.

Adding and Dropping Classes – Last spring, students pre-registered for classes; the master schedule was built from the classes that were selected. **ADD/DROP** will take place during the scheduled times (see below). This time frame is to address changes in a student's course plan (ICAP) and allows students to meet with their counselor. Please be advised that Counselors have been instructed not to change classes unless it coincides with the above Guidelines. **Counselors will not make schedule changes for specific requests for teachers, off periods or class with friends.** Freshmen are recommended to have a minimum of 6 classes on their schedules, plus a Lambkin Way. Upper classmen are required to have a minimum of 6 classes on their schedules for each semester.

For equity of all students, Counselors will only make schedule changes in person with students. Counselors will not make schedule changes over the telephone or via email. Counselors will not be making appointments for schedule repairs; it is on a first come, first serve basis (**please note that wait times may be long**). Students are to attend their classes each period and will not be excused from class to add/drop a class.

Dropping without Penalty - Students may drop a class until the date below (if the drop will not put the student below the required classes) without receiving a "WF" on the transcript. This will not affect a student's GPA.

Dropping with Penalty: Student may drop a class until the date below which will result in a "WF" on the student transcript and will affect the student's GPA.

After these deadlines, student will remain in their classes and receive the appropriate grade.

FALL SEMESTER

Check-in: All students will receive their schedules for the 2021-22 school year during their assigned check-in times August 6th-11th.

First Day: August 13th for Freshmen and August 16th for upper classmen

ADD/DROP: Monday, August 16th – Thursday, August 19th, 2021 from 8:15am – 4:15pm. Student Services will close for lunch at 12:30pm.

Drop without Penalty: The last day to drop without penalty is September 17th, 2021

Drop with Penalty: The last day to drop with penalty is November 12th, 2021

SPRING SEMESTER

First Day: Tuesday, January 4th, 2022.

ADD/DROP: TBD

Drop without Penalty: The last day to drop without penalty is January 28th, 2022

Drop with Penalty: The last day to drop with penalty is April 14th, 2022