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# VINCENT MASSEY 2022-2023

## COURSE CHANGE REQUEST

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Your timetable reflects great efforts that were made to honour, as much as possible, each student's requests that were made in February/March (or at the time of new registration afterwards). We are pleased that the majority of students were able to receive their chosen compulsory and elective courses. We hope you appreciate that as we facilitate course changes, we are working to optimize course offerings and class sizes.

**It is important that you verify that your timetable is sufficient in meeting graduation and post-secondary entry requirements.**

We have scheduled 4 days for students to make course change requests with their counsellor. Please use the Pembina Trails online scheduler. The link was sent to you on Tuesday, August 9 via School Messenger. It is also posted on our website. This scheduler is open starting **Tuesday, August 16**. Course change requests cannot be submitted via email. The form below must be completed if a parent cannot be present.

Appointments are 10 minutes in length; 9:00 a.m. – 3:30 p.m.,; Monday, August 29 – Thursday, September 1<sup>st</sup>. Monday is reserved for Gr. 9 and Gr. 12 students only. Students from all grades are welcome to book appointments Tuesday – Thursday with their counsellor.

Appointments will be held in the counselling offices at the main entrance of the school. Students and parents can wait in the cafeteria until they are called in. Counsellors are: Mr. JB Bitwenge, Mrs. Becky Book, Mrs. Suzanne Suffield, and Mrs. Kristy Vigilance.

**Remember that following your appointment, please report to the gymnasium for a Life-Touch photo. You can also pay your school fees in-person if you prefer not to use Permission Click.**

Once classes start on September 7<sup>th</sup>, students can go directly to the Guidance Counsellor offices located to the right as you enter the front entrance of the school. **All changes in courses and timetables must be completed by Friday, September 9<sup>th</sup>.** While we will do our best, we cannot guarantee changes.

Course change requests reasons will only be considered if:

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|--|---|
| 1. Missing Gr. 12 graduation requirements at/below grade level | 4. Program requirements (i.e. ISP, MITT, PTEC, Sports School and post-secondary requirements) |
| 2. Missing core courses at/below grade level                   | 5. Less than 8 credits at/below grade level   |
| 3. Missing elective courses at/below grade level               |   |

Course change requests that will not be considered (related to convenience/preference):

- |   |                                |
|---|--------------------------------|
| 1. Acceleration (i.e. for early graduation) | 4. Spares (i.e. for workplace) |
| 2. Extra-curricular commitments             | 5. Teachers                    |
| 3. Friendships                              |                                |

Timetable change request:

Please **ADD** the following course(s):  
(Use course codes or course names)

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Please **DELETE** the following course(s):  
(Use course codes and sections from timetable)

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\_\_\_\_\_  
Student signature

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Parent signature  
(if student is not 18 years old)

\_\_\_\_\_  
Date