
VINCENT MASSEY 2025-2026

COURSE CHANGE REQUEST

This information is for students who are returning to our school for the 2025-2026 school year. Please find your timetable for 2025-2026 attached.

Please do not message Counsellors prior to the re-opening of school on August 25th as they will not be available to respond. If you have a serious concern, please contact the office but we will not be adjusting timetables until late August.

Your timetable reflects the 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). 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.

You may find that requested courses may not be on the student's timetable. This may be due to various reasons including courses not running, scheduling conflicts, classes that are full or because students have requested more courses than 8 courses allowed.

Students in grades 10 through 12 are scheduled for 8 courses. They may request additional courses in consultation with their counsellors and will be permitted to take these additional courses based on space availability.

- **Wait List** - If students require a course to make up the guaranteed number of courses, they are put on a **wait list** if the requested class is full.
- **Wish List** - If students have the guaranteed number of courses and would like an additional class or classes, they are put on a **wish list**.

Last year, using the wait lists and wish lists, most students who remained interested in certain courses and where scheduling permitted were successfully able to add them to their timetable by the end of the first week. This process requires time and patience and while we cannot guarantee that changes will be made, we assure you that we are doing our very best to ensure that students can take the courses that they need and want for their future.

We have scheduled 4 days for students to make course change requests with their counsellor. Please use the **Edsby Parent Teacher Conference Scheduler**. You will find this on the Student Profile page. The scheduler will open on **Friday, August 22nd at 8:00am**.

If you are new to Pembina Trails School Division or have not signed up for Edsby, we will send you information in the August 20th email with information on how to sign up for Edsby. You will not be able to do this prior to our rollover in the summer.

Appointments are 10 minutes in length. **Monday, August 25th – Thursday, August 28th (9:00am to 3:00pm).**

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. Our School Counsellors (Advisors) are Mme Becky Boock, Mrs. Susanne Suffield, Mrs. Kristy Vigilance and Mme Candace Yaholkoski.

Our grade 12 students who had an appointment in June to change their timetable will need to wait until the following week if possible. Because it takes time to work through the timetables, we will not have updated your timetable before the end of the timetable change period. **Wait Lists and Wish Lists will only be reviewed at the end of the first week in September. We will contact students when we are able to place them in class. This process may take until Monday, Sept.8th.**

Drop-In Appointments: Once classes start on September 3rd, students can go directly to the 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 5th.** While we will do our best, we cannot guarantee changes.

Course change requests reasons will only be considered as follows:

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

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

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

Timetable change request:

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

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

<div></div> <div>Student signature</div>	<div></div> <div>Parent signature (if student is not 18 years old)</div>	<div></div> <div>Date</div>
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We ask you to kindly make an appointment for timetable changes and to not contact counsellors to request changes directly. They are not able to respond to any Edsby or email requests. Please contact the main office at 204-453-8023 or at vmc@pembinatrails.ca if you require assistance.

If you are unable to attend an appointment, there are drop-in appointments available the first week of school.