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# VINCENT MASSEY 2025-2026

## COURSE CHANGE REQUEST

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This information is for students who will be joining our school for grade 9 in the 2025-2026 school year.

Welcome to Institut collégial Vincent Massey Collegiate! Bienvenue à Vincent Massey!

Please find your timetable attached. 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, classes being full or a conflict in your timetable. If your timetable does not include one of your chosen courses, we have looked at the optional course that you shared on your course request sheet.

Students in grade 9 are scheduled for 9 - 10 courses.

**Timetable changes for grade 9s will only be considered if the student has fewer than 10 courses or the timetable is unbalanced (for example, the majority of compulsory courses are in one semester).**

If you are missing a course in your timetable, students are able to meet with their school counsellor to fill their timetable. Parents are asked to please use the **Edsby Parent Teacher Conference Scheduler**. You will find this on the Student Profile page. The scheduler will open on **Friday, August 22<sup>nd</sup> at 8:00am**.

If you are new to our division and have not used Edsby, we will send you information in the August 20<sup>th</sup> mailout with information on how to set up an Edsby account in order to do this. We cannot add you until the system rolls over in the summer.

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. Monday, August 25 to Thursday, August 28<sup>th</sup> 9:00am – 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.

**Drop-In Appointments:** Once classes start on September 3<sup>rd</sup>, 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 5<sup>th</sup>.** While we will do our best, we cannot guarantee changes.

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

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

Timetable change request: If a parent is not able to be present, this form must be signed before any timetable changes will be made.

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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

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

**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](mailto: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.**