

CLASS CHANGE PROCEDURE

THS 2017-18

Students: During Spring registration last year, along with CCRs, every effort was made to make sure that you not only had the needed classes for graduation, but the electives you wanted as well. Most classes are filled to capacity therefore we anticipate minimal options for class changes. However, if you do **need** to make a change for second semester, you need to contact your counselor by email or in person. **One important thing to remember is that in order to DROP a YEAR LONG CLASS you must have Teacher, Parent, and Administrator signatures.** We highly encourage you to finalize your schedule prior to the **deadline of December 15th. All requests must be submitted by this date.**

Steps to requesting a change

1. Login to Skyward from the THS website and view your 2017-18 Semester 2 schedule.
2. If your schedule is still incomplete or you need to make a change contact your counselor via e-mail or in person. Counselors are typically available before or after school and during lunch.
3. A \$5 Class Change Fee will be assessed.

Resources to utilize

1. You can access the most recent 2017-2018 Master Schedule form the THS website. Click on “THS Resources” and then “Counseling.”
2. Course Descriptions from the THS Counseling website

Remember the term ends before Christmas break this year so the DEADLINE for Class Change requests is Friday, December 15, 2017.

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