

## MCHS Guidance Department Schedule Change Policy

The student registration process is an important decision that a student makes each year. Registration determines the courses the school will offer, development of student scheduling, and how the school will utilize staff. When a student completes the registration process, he/she enters into a contract with the school. Morris Community High School asks its students to be most careful and accurate in selecting their courses each year. Please read these guidelines carefully BEFORE approaching your counselor and asking that your schedule be changed.

Schedule changes CANNOT be made for the following reasons:

- You have changed your mind regarding the elective class(es) you have chosen.
- You would like to switch your lunch period.
- You would like to change the order of your classes.
- You would like to change the teachers you have been assigned.
- You are concerned that taking the class will negatively affect your GPA.
- You would like to drop because credit is no longer needed.

Schedule changes may be made for the following reasons:

- Schedule has a clerical error such as incorrect level or incorrect course sequence.
- There is a schedule conflict.
- School personnel initiate the change.
- Student has to change due to medical reasons.
- Student does not have the prerequisite for a class.
- A course is needed for graduation.

**NO CHANGE WILL BE ALLOWED AFTER THE THIRD DAY OF SCHOOL  
UNLESS APPROVED BY THE SCHOOL PRINCIPAL UNDER THE SPECIFIC  
GUIDELINES.**