Class Change Policy

It is important to realize that the CCHS master schedule is based upon the student requests made during the class registration process. The number of course sections within each subject area are based on student requests. Counselors spend a considerable amount of time in the spring ensuring students have the courses needed for graduation and their chosen electives or alternates, as requested. Once requests are scheduled, it is difficult to make a schedule change because many classes will be at or near capacity. Therefore we anticipate minimal options for schedule changes.

Because of the impact and disruption changes have on class size and to ensure the balance of class loads, class capacities will NOT be overfilled.

Schedule Changes Prior to the First Day of School:

Prior to the first day of school, and for a short period of time, students will be given the opportunity to view and potentially change their class schedule online using ClassChoice. More information will be posted on the ClassChoice page. Schedule change requests will NOT be accepted via email.

Schedule Changes during the School Year:

Once the school year is underway, students may ONLY request a schedule change within the first TWO DAYS of the SEMESTER. Requests must be made in person in the Counseling Office.

After the change window has closed, requests for schedule changes will require communication between the student, parent, teacher, counselor and administration, depending on the circumstances. Any student requesting a level change or class drop will be directed back to their teacher for a conversation. Students may not join a new elective course after the schedule change window has closed. Level change requests for core classes are dependent on class size.

Reasons for schedule changes could include incorrect placement of a new transfer student or changes due to a medical condition, 504 plan, IEP, CCR, or Safe School Violation.

There will be NO drops or changes after MIDTERM each quarter.