

At Marist, our approach to building the master schedule is student centered, which takes a great deal of time and care. This means that giving every student the classes he/she requested is our highest priority, and that goal guides our decisions when assembling the master schedule.

The master schedule also dictates what courses are offered, who we hire, how many sections of a class are offered, and when those classes are offered within the day.

Due to the complexity of this task and the importance of each student's academic experience, it is vital that care and consideration is given by both student and families in selecting courses for the next school year.

### 1. Important Reminders

- **Review Sustainability Worksheet** *Carefully consider load, ability, and interest.* These should be the primary considerations. We have found that students carefully balancing quality of learning, appropriate challenge and potential for success are foundational to strong intellectual development, a confident sense of self and a healthy mind, spirit, and body.
- *Schedules will be sent home around July 1.* The student will be contacted by his or her counselor during May and June if the requested courses **cannot** be accommodated.
- *Students may request a schedule review at any time.* Reviews requested after the end of the school year regarding **schedule conflicts and problems will be addressed (in order received) starting Aug. 22nd.**

### 2. Schedule changes after the master schedule is set will be limited to:

- Semester electives if there is room AND it does not negatively impact the size and balance of the affected classes (first week of each semester ONLY)
- Level changes ONLY for misplacement
- Administrative or counseling mistakes
- Students **may not** drop a year-long course at the semester.

### 3. Recommendation Appeal Process

Honors/AP courses are by teacher recommendation only. If a student was hoping to be recommended and was not, he/she will need to pick up a change of recommendation sheet from his/her counselor. This form starts the appeal process.

1. The form must be given to the current teacher who will speak with the student, fill out the form and return the form to the counseling office.
2. Counselors will have a conversation with the student as to why the student was not recommended.
3. The signed form is then returned to Mr. Oldham to approve or decline. You will be informed by May 1st about the status of your appeal.
4. Recommended students for Honors/Advanced Placement classes will be given priority if space is limited.

**\*Class registration will ONLY be open from the evening of March 6th through March 10<sup>th</sup>.**

**\*All honors/ap appeals are due to your teacher by March 17th.**

**\*If you have any questions about course selection please see your counselor.**