

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 they request 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 school 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 students and their families in selecting courses for the next school year.

### 1. Important Reminders

- **Review Sustainability Self-Reflection** *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 in May.* The student will be contacted by their counselor if the requested courses **cannot** be accommodated.
- *Students may request a schedule review at any time.* Reviews requested after the end of school year regarding **schedule conflicts and problems will be addressed (in the order received starting August 18th.**

### 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 affected classes (first week of each semester ONLY)
- Level changes due to misplacement
- Administrative or counseling mistake
- Students **may not** drop a year-long course at the semester.

### 3. Recommendation Appeal Process

Honors/AP courses are by teacher recommendation. If a student was hoping to be recommended and was not, they will need to pick up a Recommendation Appeal Form from their counselor.

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 and submit the form to the Assistant Principal for a final decision. Appeals are subject to course availability within a student's schedule and space in the Master Schedule.

**\*Class registration will ONLY be open from February 19th through March 6th**

**\*All Recommendation Appeals for Honors and AP classes are due to your teacher by March 14th.**

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