**SAHS Registration Policies**

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| WHEN | WHAT | WHERE |
| January 28, 2020-February 28, 2020 | Student/Counselor Registration Meetings | English Classes |
| Within 48 Hours of Registration Meetings | Course **Requests** Uploaded (Not a schedule) | HAC |
| January 28-March 12, 2020 | Window to make course change requests for 2020-21 school year | Use link on SAHS homepage |
| August 5-12, 2020 | View Student Schedule  | HAC |
| August 5-12, 2020 | Make schedule change requests for academic courses **ONLY** | Online form (Link on the SAHS homepage) |

Below are the **ONLY APPROVED REASONS** for a change to your schedule; (any other requests will **not** be considered)

* You are in a class for which you have already received a passing grade
* You are a senior and your schedule is missing a class you need for graduation
* You have a hole in your schedule (missing a class during a period you are on campus)
* You are missing the next course in the progression from a course already taken (For example: You passed Spanish 1 last year, but Spanish 2 is missing from your schedule.)

Schedule changes **WILL NOT** be approved for:

·      Teacher preference

·      Class period preference (this includes changing your modified period(s))

·      Lunch Preference

·      Switching from a class in the brick and mortar school to a virtual course

·      Students who do not meet Honors Criteria and request advanced level courses.

Please note the following:

·      OFF CAMPUS SJRSC DUAL ENROLLMENT COURSES WILL NOT BE REFLECTED ON YOUR SAHS SCHEDULE ON THE FIRST DAY OF SCHOOL.

·      Class periods and teachers **MAY CHANGE** through the first week of school, due to balancing of classes, however student course placement will not change.

·      Newly hired teachers may be represented by a placeholder on your student’s schedule. These placeholders will include non-instructional SAHS employees.

·      Please note that if you previously requested a course change and did not see any adjustments made, then your request was not approved. **Do not submit another request as it will not be approved.**

·      Room numbers on schedules could potentially change on schedules on the 1st day of school.

·      After submitting the form, you will be notified via email in 3-5 days whether your request was approved.