



BHS Counseling Department -Schedule Change Guidelines:

Fall Semester 2022

You are expected to follow your schedule until you are notified that a change has been made. Please note that Counselors cannot honor teacher, friend, or period change requests. We do not overload classes to accommodate schedule change requests.

Course Changes: The final day to submit a course change for the 1st semester is: **September 12, 2022.**

Course change requests can be submitted up to 15 days after the first day of school. Approval to join a different course is based on space availability and priority.

Priority changes include: having a hole in your schedule, having a duplicate period, enrolling in a course for which you have earned credit, being enrolled in a course for which you do not meet prerequisites, courses that were placed onto your schedule in error.

Level Changes: Level Change Window: **September 12, 2022-September 30, 2022**

(Example- A student wants to drop HADV World Geography and add Academic World Geography.)

No level changes will occur in the first 3 weeks of school, with exceptions listed below. Once the level change window is open, changes can occur until the end of the first six weeks. Also, *there will be no level changes the days teachers are verifying grades for the first six weeks. Students are still able to turn in the level change form during that time and it will be applied to the second six weeks, once grades are published.*

Exceptions:

1. The incorrect level was placed onto your schedule. (You did not request the level.)
2. You are a new student to BHS (any grade level) in the 2022-2023 school year.
3. If a student is recommended to move up a level, parent approval is required.
4. If in 9th grade, to be considered for a level change after October 3rd, it must be reviewed and approved by a committee consisting of the Counselor, AP, and teacher.

Important:

-All schedule changes must be submitted using the schedule change/level change form, located on our website.

-Counselors will not grant a schedule change request through email.

-When making schedule changes, Counselors do attempt to cause the least disruption to the schedule as possible. However, that is not always possible. By submitting the schedule change or level change form, you are authorizing your counselor to change your entire schedule if necessary (including teacher changes) to accommodate your requests. Keep in mind that prerequisites must be met prior to enrollment in a course.