



August 2017

### *Information from the Counselling Department*

Dear North Delta Secondary Student,

We hope that you are enjoying the summer holidays!

Schedules will be available on Student Connect on Friday afternoon, August 25. Please check your schedule to ensure the following:

- You have eight courses – four courses each semester.
- You have passed the prerequisite for each course.
- The sequencing is correct. If you are taking two grade levels of the same course, such as French 10 and French 11, that the lower level course is in semester one.

When you are checking your 2017 - 2018 schedule it is very important that you are aware of North Delta's Study Policy and the course change procedures. Please read the following information very carefully!

#### **NORTH DELTA SECONDARY STUDY POLICY**

Grade 8 to 11 students **MUST** take 8 courses. There are **NO STUDY PERIODS** permitted in Grades 8 to 11.

Grade 12 students will have **ONE STUDY BLOCK** in the first semester to work on their Grad Transitions.

#### **COURSE CHANGE POLICY**

1. Our first priority is to work with each student to ensure that they have a schedule that contains all the courses needed for their grade level and graduation requirements.
2. We also help students research post-secondary entrance requirements and do our best to have these requirements included in student programs.
3. Student elective preferences must be carefully thought out when courses are selected in March. Our schedule is created from these choices and the options to make changes are very limited. A request because you have changed your mind about an elective is our last priority.
4. There will be **NO STUDENT DROP INS** to the counselling centre before school starts. Course change requests are made **by completing a Course Change Request Form available at the school office, OR email your counsellor directly.** Counsellors will be in the week before school starts (starting Monday, August 28) to assist you with any scheduling changes.

**Counselling Assignments – Please note the allocation of students by grades except for Grade 12. The Grade 12 students are split between the counsellors by their last name.**

Grade 8	Ms. F. Cipriano	Grade 12 – Last Name S - Z
Grade 9	Mr. B. McGill	Grade 12 – Last Name A - B
Grade 10	Ms. B. Gillis	Grade 12 – Last Name C - K
Grade 11	Ms. A. Kaila	Grade 12 – Last Name L - R

NORTH DELTA SECONDARY  
COURSE CHANGE REQUEST FORM

Sept. 2017

Name (first/last) \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

➤ Your contact information is very important so that we may get in touch with you regarding this request.

Remember grade 8 and 9 students must take courses at their grade level ONLY

I request a course change because: (CHECK ONE BELOW)

\_\_\_\_\_ I am missing a course I need for graduation.

\_\_\_\_\_ I failed a course and need to repeat it.

\_\_\_\_\_ There is a course in my schedule that I passed in summer school.

\_\_\_\_\_ I need a course for my future plans.

\_\_\_\_\_ I changed my mind about an elective.

\_\_\_\_\_ There is a problem with my schedule. (Briefly describe the problem.)

\_\_\_\_\_  
\_\_\_\_\_

Because of the reason checked above I want to:

DROP \_\_\_\_\_ and ADD \_\_\_\_\_  
Name of course Name of course

DROP \_\_\_\_\_ and ADD \_\_\_\_\_  
Name of course Name of course

Is it okay if your entire schedule changes to accommodate this change?

YES

NO

PLEASE HAND THIS FORM IN TO THE OFFICE AS SOON AS POSSIBLE. MANY COURSES ARE FULL SO IT MAY NOT BE POSSIBLE TO MAKE ANY CHANGES FOR YOU. THERE WILL BE NO STUDENT DROP INS TO THE COUNSELLING CENTRE BEFORE SCHOOL STARTS.