

## **Seton School Add/Drop/Change Process**

Changing/Dropping Classes (from Student Handbook, page 8)

Students may not drop a course until the end of the first 4 full weeks of school. Such a dropped course will not appear on the transcript. After the third week in the Second Quarter students may not drop courses without serious academic or personal reasons. Since only one study hall is allowed, a student who already has a study hall may not drop any courses. No new courses may be added during the school year (exceptions may be made for those who drop after 4 weeks, with the new teacher's permission). No class changes will be made due to teacher preferences.

**Step 1:** To add, drop or change a class, the student must send an email to the Seton Registrar at [tmcintyre@setonschool.net](mailto:tmcintyre@setonschool.net) stating: a) specifically what is requested, and b) the reason why including his/her parent's endorsement.

**Step 2:** The Seton Registrar consults with the appropriate Guidance Advisor, if necessary, and either a) rejects the request by return email, including the rationale for the rejection, or b) forwards the request (including all the changes needed to fulfill the request and any additional helpful information) to the appropriate Seton Department Head with a copy to the Seton Academic Dean. Note: A parent may appeal the Registrar's rejection by appealing to the Registrar in writing/email.

**Step 3:** The appropriate Seton Department Head consults with the affected teacher(s) then a) rejects the request by return email to the Registrar, including the rationale for the rejection, or b) approves the request by return email to the Registrar with a copy to the Seton Academic Dean.

**Step 4:** The Registrar meets with the student and gives him/her the Add/Drop/Change form to attain signatures from the appropriate teacher(s) and the Academic Dean or Junior High Dean.

**Step 5:** The student returns the form to the Registrar along with the applicable fee.

**Step 6:** The Registrar establishes the new student schedule and informs the student and parents. The student should not begin the new schedule until he/she receives the new schedule card from the Registrar.