

# SLSS COURSE CHANGE REQUEST FORM 2017-2018

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student # \_\_\_\_\_ **READ THE FOLLOWING CAREFULLY!**

Completed forms must be submitted as an email attachment **no earlier than August 21<sup>st</sup> 8:00 a.m. EST** and **no later than August 24<sup>th</sup> 12:00 p.m. EST (noon)**. All forms sent to the email address during the period stated above will be reviewed and processed if the course change criteria is met **and** space is available/it works with your timetable.

Email to: [slsscourcechanges@peelsb.com](mailto:slsscourcechanges@peelsb.com)

Check your Student Web account to see if your request was processed. Go to the SLSS home page, click on Student Life → STUDENT LOGIN → Student Login on the top left (Student Id is your student #, Password is the same you use to login to computers at SLSS, BYOD etc.). You will see a list of your current courses.

**\*Please note that this is a REQUEST only and it may not be possible to process. Most of the changes that can be done will be processed before Student Orientation on August 29th. Students must always follow their original timetable until they receive a new one.**

**Requests for changes must meet one of the following criteria. Please check off (✓) the one that applies to your request:**

- I do not have the prerequisite for this course.
- I earned this credit already at \_\_\_\_\_.
- I wish to change the level of this course (academic ↔ applied, college ↔ university).
- I am a grade 11/12 student wishing to change my entire pathway (university ↔ college)
- I am a grade 11/12 student and am making a MAJOR career path change (e.g. science ↔ arts)
- I need this course as a prerequisite for my post-secondary program \_\_\_\_\_  
(post-secondary program)
- I am a Grade 12 student dropping this course for a SPARE. (After dropping this course I will still have 6 courses on my timetable and will still be on track to earn the necessary 30 credits to graduate).

**I have checked off the criteria that applies to my request. Please make the following changes:**

1. Delete Course \_\_\_\_\_ Add Course \_\_\_\_\_  
(course code) (course code)

2<sup>nd</sup> Choice \_\_\_\_\_  
(course code)

2. Delete Course \_\_\_\_\_ Add Course \_\_\_\_\_  
(course code) (course code)

2<sup>nd</sup> Choice \_\_\_\_\_  
(course code)

3. Delete Course \_\_\_\_\_ Add Course \_\_\_\_\_  
(course code) (course code)

2<sup>nd</sup> Choice \_\_\_\_\_  
(course code)

Parent/Guardian Approval: Signature \_\_\_\_\_

Office use

Counsellor's Signature \_\_\_\_\_

Date \_\_\_\_\_