

Pasadena ISD Course Registration

Counselors will visit every year with students during the pre-registration process to discuss their course selections for the next year school. In collaboration with your school counselor, it is the students' responsibilities to select the appropriate career and graduation choices when planning their course selections.

Pasadena ISD Schedule Change Procedures

In the early spring of each school year, students are given the opportunity to choose courses after having met with their counselor for an informational session. In early May, students are sent a copy of their course requests and are given a second opportunity to make changes. After that time the Master Schedule is developed.

The student course requests are used to make decisions about the number of sections of each course. For example, if 60 students request a particular class, two sections will be offered; if only 30 students request the class, only one section will be offered. **Therefore, after the Master Schedule has been created, there are very few slots available to accommodate late request for changes.**

In order to maintain balance of classroom numbers and to minimize disruptions to the academic process, schedule changes will be made for the following reasons by using the Schedule Change Request Form or direct email communication of a change request with the Academic Counselor of the student.

Acceptable Reasons for a Schedule Change Request:

- A student has already received credit for the class in which they are currently scheduled.
- A male has been scheduled into a female PE/Athletics, or vice versa.
- A student is in a class for which they do not have the appropriate prerequisite (i.e., enrolled in Spanish II and has not taken Spanish I).
- A student is a SENIOR and needs the requested class for graduation.
- A student is duplicating a class in which they are enrolled through the Dual Credit program at San Jacinto Community College (documentation must be submitted showing the student has enrolled in the course).
- A student is trying to raise the level of academic rigor in their schedule (i.e., enrolled in an elective class but wants to take a more rigorous core-subject class instead).
- A student needs to move from a PreAP/AP class to a regular level course in order to be academically successful (during the first two weeks of school only). After the first two weeks a schedule change of this type requires a special form and a parent – teacher conference).

A student requiring a schedule change must pick up a Schedule Change Request Form in the counseling center or email his/her Academic Counselor directly. The deadline for all schedule changes is 10 days after the start of each semester.

In general, elective change requests will NOT be honored. However, if a student is trying to move from a regular elective into an extracurricular programs (i.e. band, choir, and athletics) the request for the change will be considered but must be initiated by the coach/program director.