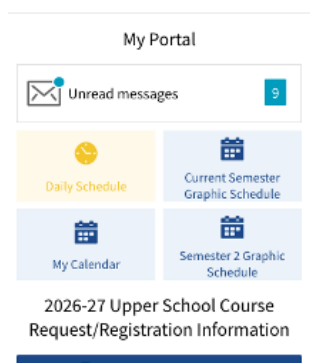


Schedules and Add/Drop Process

Your schedules for each semester are now available on your Veracross portal.



If you wish to add and/or drop classes before the start of the year, please contact Dr. Paull to see if the changes are possible. He will let you know what is needed prior to classes starting.

Once the semester begins you will have until the end of the day on September 11 to complete all steps of the formal process as outlined below.

Add/Drop Process

1. Speak with Dr. Paull (room 242) to see if the changes you seek are possible.
2. If the changes are possible, Dr. Paull will give you a form on which you must indicate the changes you are requesting. This form must be signed (emails to Dr. Paull from the required parties will also suffice) and returned to the box outside Dr. Paull's office by the end of the school day on September 11. The following people must approve your changes by signing the form or emailing Dr. Paull directly.
 1. Parent
 2. College Counselor (11th and 12th graders) or Advisor (9th and 10th graders)
 3. Teacher whose class you are dropping (when applicable)
 4. Teacher whose class you are adding (when applicable)

Important notes:

- Changes requested after the September 11 due date may be approved, but dropped classes will appear on your transcript as Withdrawal- Pass or Withdraw – Not Pass depending on your grade in the course at the time of the drop.
- Requested changes cannot drop you below the minimum of 6 classes per semester.
- Requests regarding specific teachers or classmates cannot be accepted by Dr. Paull.