



# ARCHBISHOP JOHN CARROLL HIGH SCHOOL

THE OFFICE OF ACADEMIC AFFAIRS

May 15, 2020

Parents/Guardians,

As a result of the school closure, the Course Selection Process will obviously be altered and adjusted. The due date for when materials need to be turned in will be announced at a later date. We will still give students time to meet with their counselor if necessary, acquire Course Exception Forms, and acquire Cabrini University applications once school has resumed.

However, we still encourage you and your student(s) to review the process and identify which choices they would like to make, complete any supplemental materials, and to select the courses online, submit them if you are able to do so, and print the form to have it prepared for when school resumes. During this time away from the building, we will provide a few means of assisting with this process. **Beginning on Tuesday, March 17<sup>th</sup>:**

- Students may submit questions regarding course selection to their guidance counselor, whose e-mail addresses can be found below. They will respond within 48 hours and forward any concerns to The Office for Academic Affairs. The counselor e-mails are:
  - o Mrs. Collins – [kcollins@jcarroll.org](mailto:kcollins@jcarroll.org)
  - o Mrs. Dimattia – [mdimattia@jcarroll.org](mailto:mdimattia@jcarroll.org)
  - o Mrs. Fleming – [mfleming@jcarroll.org](mailto:mfleming@jcarroll.org)
  - o Mrs. Landrum – [klandrum@jcarroll.org](mailto:klandrum@jcarroll.org)
  - o Mr. Lynam – [flyanm@jcarroll.org](mailto:flyanm@jcarroll.org)
  - o Mr. McGeehan – [pmcgeeahan@jcarroll.org](mailto:pmcgeeahan@jcarroll.org)
  - o Mr. Weinrich – [wweinrich@jcarroll.org](mailto:wweinrich@jcarroll.org)
- Students may also submit questions to [Selection@JCarroll.org](mailto:Selection@JCarroll.org). The Office for Academic Affairs will monitor [Selection@JCarroll.org](mailto:Selection@JCarroll.org) and will do their best to respond to inquiries within 48 hours.
- Students who received incompletes, transferred in after February 1<sup>st</sup>, or received multiple failures at the end of the semester will still meet with their counselors upon return to school to schedule their courses. Diocesan Scholars will likely be contacted by Academic Affairs over the break.
- The information above also applies to any questions that may have been sent via e-mail to the Office for Academic Affairs in the last week. Due to the current situation, some of them may have gone unnoticed, and we would like to make sure that we address them. Please send the questions again to your counselor or to [Selection@Jcarroll.org](mailto:Selection@Jcarroll.org).

If a student question cannot be addressed online, or if a form is required to be completed once we return to school, the explanation will be provided for the student. **Phone conversations with counselors or The Office for Academic Affairs will not be available during the time away from school.**



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Again, as the students return to school, a new due date will be set for students to acquire and complete all the necessary Course Selection Materials and submit them to the office. As it was stated to the students in their Course Selection Meetings, this process is not a first-come, first-serve process, but is one that requires all materials are completed correctly.

We thank you for your patience with this process.

Sincerely,

The Office for Academic Affairs