



## CHARLOTTE CATHOLIC HIGH SCHOOL

### Registration Process

As stated in the CCHS Curriculum Guide, “The Charlotte Catholic Faculty, in all classes, challenges students to think critically, to read purposefully, to write effectively, and to communicate clearly – all factors enabling a student to reach his or her full potential. In considering your schedule, you should challenge yourself with a strong and varied but manageable course load. Colleges are seeking students who extend themselves academically by taking advanced courses for which they are qualified. Be careful not to overextend yourself. Your course selection should take into consideration your entire school involvement, including athletic participation, volunteer activities, and other extracurricular involvement. If you are placed in courses labeled “Honors” or “AP,” you should seek input from your counselor and teachers. The teacher recommendations, based upon departmental guidelines, are reliable indicators for personal success and academic challenge for each student.”

It is with this philosophy that the CCHS faculty makes course recommendations for each student in his/her class. Once teachers make student course recommendations, the counselors meet with each student to review the proposed classes. Teachers will make course recommendations by the end of February and counselors will meet with students in early March. Please refer to the curriculum guide for class prerequisites (<https://www.charlottecatholic.org/domain/125>). Students and parents must be aware that the CCHS master schedule is created utilizing the information that students provide. For instance, if only 20 students register for Environmental Science then we will have one section but if 30 students register then we create two sections. Your choices matter as we decide what can be offered and how much space is needed for each class. Students should come prepared with elective preferences when counselors and students meet in March.

If a student was not recommended for a desired class, there is an appeal process. Students are required to complete the required “Appeal Form” to be considered for a class. This form can be obtained, by the student, at the end of registration from the student’s counselor. All appeals must be returned to the student’s counselor by March 23<sup>rd</sup>. These appeals are then given back to the appropriate academic department and students are recommended or not recommended based upon third quarter progress and/or updated test information. Notification is given to the students by May 1st.

Should a student feel that he/she does not agree with the recommendation of his/her teacher based upon departmental guidelines and his/her appeal was not approved then the student can request a meeting with the administration to discuss and sign a waiver into the class. This waiver binds the student to the class for the entire school year and does not allow for a level change. All waivers must be handled prior to June 15th in order to be ready for the 2023 – 2024 school year.

Should you have further questions, please have your student see his/her counselor.