

## **Class Registration**

Registration for classes for the next school year takes place during the second semester. The counselors begin the process by distributing the Course Catalogues and Academic Course request forms. The process is an active dialogue among the counselor, parent and student. These programming forms must be completed and submitted with parent authorization and signature to the counselor within the established registration deadline. Registration fees must be submitted to the main office by the established deadlines.

It is imperative that families re-register by the deadline to ensure availability of classes and teachers for the following year.

## **Class Schedule Changes**

Students qualify for courses by meeting prerequisites. A change of schedule requires the approval of the counselor. Normally, no student or parent-initiated requests will be considered after one (1) week. A fee of \$50.00 will be charged for changes until September 2, 2010. Changes after that date will be \$250.00. No charge will be assessed for changes due to clerical error.

There will be no student-initiated schedule changes at the quarter grading periods. In rare instances, a student changing classes at the end of the first or third quarter will receive a grade on his/her transcript. If the grade is a "D" or better, the student will receive 2.5 credits. If the grade is an "F", the student will receive no credit and the grade will be recorded on the transcript.

## **Credit Deficiencies and Academic Dismissal**

1. All failing grades incurred during the school year must be made up during the following St. Paul summer school session if the student is to return to the school in August.
2. A student who forfeits credit in three or more classes within the school year, may be asked to withdraw from St. Paul High School after review by the Principal or designee.
3. If the subject failed is a required course, the same subject must be retaken. If an elective, another course approved by the counselor may be taken.
4. All students may make up credit deficiencies in community colleges, approved on-line courses or another Catholic school and must be approved by the counselor and the Assistant Principal, Curriculum and Instruction prior to registering.

## **Honors and Advanced Placement Courses**

All Honors and Advanced Placement classes will receive an extra point. However, the UC's and other private colleges may not accept weighted GPA's in the application process.

## **Academic Probation**

Academic probation is designed to help students who are underachieving. Any student earning below a 2.0 GPA at the quarter or semester will be placed on probation. Students will be placed on a contract and must attend tutoring (Tutoring Center, teacher or private tutor) for a minimum of 50 minutes twice a week until the end of the quarter. The plan for tutoring must be discussed and approved by the counselor, parent and student.

## **Academic Review Board**

The Academic Review Board is used for those students who have not fulfilled the terms of their academic probation contract. The board usually consists of the Assistant Principal Curriculum and Instruction, counselor, a teacher, parent/guardian and student. Following an Academic Review Board, a recommendation is made to the Principal which could result in the student's dismissal from school.

## **NCAA College Athletic Scholarships**

The Eligibility Center determines eligibility for college athletic scholarships. Eligibility for a prospective scholarship student is based on a Grade Point Average (GPA) earned in approved NCAA high school courses and SAT/ACT test scores. For further information about NCAA athletic eligibility, you can view their website at [www.eligibilitycenter.org](http://www.eligibilitycenter.org).