



Collège Miles Macdonell Collegiate

STUDENT CHECKLIST REGISTRATION PROCESS 2024-2025

- If you have any concerns or specific questions about course or career choices, see your Student Services contact before March 1st, 2024.
- Choose your courses for the entire year based on the assumption that you will pass all courses currently being studied. If you are unsuccessful in a course, you will be given a chance to change this course selection later, unless you choose to attend summer school. **Current Grade 9 students in the regular FI or English programs should register for 8 courses. Current Grade 10 and Grade 11 students in the regular FI or English programs should register for 7 courses.** If you wish to register for courses above this number, you will need to contact your Student Service contact the last week of August.
- Grade 9-11 students:** If you would like to **change your program of study** at CMMC, you will need to fill out a **Program Change Request Form** (available in the office). Ask your student services for further details on this process. A school-of-choice form may be required depending on the requested change. **Completed Program Change Request Form must be submitted to the office by March 1st, 2024.** This is only available for students who are in the CMMC catchment area.
- Grade 9 students ONLY:** Current Grade 9 students who expressed interest for the sTeam program (last year), must complete a **Confirmation of Interest** form. These forms will be distributed by your TA on February 15th and **must be submitted to your Student Services contact by March 1st, 2024.**
- Use your current timetable and grad plan located on the Student Portal to determine the number of credits you need to graduate, the compulsory subjects needed, and the minimum number of courses/credits for a “full load” (Refer to Course Handbook)
- Bring your any outstanding student fees. Cheques are payable to “Collège Miles Macdonell Collegiate” by **Friday, March 1st.**
- Register for your courses online using your student portal from March 4th-11th. If you need assistance with registration, please use this resource to assist with your online course request for the 2024-2025 school year: <https://vimeo.com/510254918>
- A member of the Student Service team will sit with you between March 12th-18th, during one of your classes, to review your course request and ensure you have the required courses.
- Course verification forms will be sent home on **Monday, March 19th.** This is to confirm the accuracy of your course selections only and is NOT a time to change your course selections. Please sign the course verification form and submit to the grade level designated bins in the office by March 22nd.

IMPORTANT NOTES:

- Any course with insufficient enrolment may be subject to cancellation.
- The master timetable and individual timetables are subject to change at any time.
- Opportunity for course changes will be limited. **Make careful, informed course selections now.**
- Timetable change opportunities will occur in late August and early September.
- The school timetable holds priority over others (e.g. work, other activities).
- Individual timetables will not be changed to accommodate teacher preference.
- Individual timetables may be altered to accommodate class size and composition.
- **Students cannot assume that a course can be taken again in Semester 2 if they drop or fail that course in Semester 1.**