

**STUDENT CHECKLIST
REGISTRATION PROCESS 2021 – 2020**

- If you have any concerns or specific questions about course or career choices, see your Student Services contact before March 1, 2021.
- If you have concerns or specific questions about IB course selections, see Ms. McMaster or Student Services prior to Registration Week March 1 to 8, 2021.
- 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 grades 9/10 students in the regular FI or English programs should register for eight courses, current grade 11 students in the regular FI or English programs should register for seven courses. If you wish to register for courses above this number, please fill out an Additional Course Request Form (available on CMMC School Website).
- If you would like to change your program of study at CMMC (i.e. FI to English, English to FI, FI IB to IB, FI IB to FI, IB Diploma) you will need to fill out a Program Change Request Form (available on CMMC School Website). Ask your student services for further details on this process.
- Use your current timetable and tracking form 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)
- Fill out all demographic documents. Have your parent/guardian sign them and return them to your cohort teacher by the March 8, 2021. **Make sure that each form is signed and completed fully.**
- Bring your \$35.00 student fee with you and any other outstanding student fees. Cheques are payable to “Miles Macdonell Collegiate.”
- Meet with cohort teachers on Monday, March 15 to verify the courses that you selected done during Registration Week. This is to confirm the accuracy of your course selections only and is NOT a time to change your course selections.

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 (at a later date) 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 equalize class sizes
- **Students cannot assume that a course can be taken again in Semester 2 if they drop or fail that course in Semester 1**