

2017-18 Course Correction Request Directions

To request changes to your academic schedule, follow the directions below:

- 1) Access Naviance by going to www.arundelhigh.org and clicking the Naviance link on the right.
- 2) Log in to Naviance by entering your Student ID or email address in the first box (try your Student ID first), and your Student ID in the password box.
 - a) Example: *Username (Email)- 826493* *Password- 826493*
- 3) Complete the Add/Drop Class Change Form on the homepage
 - a) Incomplete change forms will be denied. Please complete the form in its entirety. The more information/details the better!
 - b) If you are a 12th grader requesting a partial schedule, please indicate the type of partial (ie: 2-2, 4-0) under “Classes to Add”.
- 4) Click “Submit”

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Your school counselor will respond to your request within 2 business days. **Follow your current schedule as written until you receive a response from your counselor.**

**If your request is approved,** a Counselor Follow-Up form and the updated schedule will be delivered to your class.

**If your request is denied,** a Counselor Follow-Up form will be delivered to your class with an explanation from your counselor.

If you need help accessing Naviance, visit the Career Center in room A103 any day during Pride Period.

The deadline to request schedule changes in Naviance is **Wednesday, September 13<sup>th</sup>.**

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