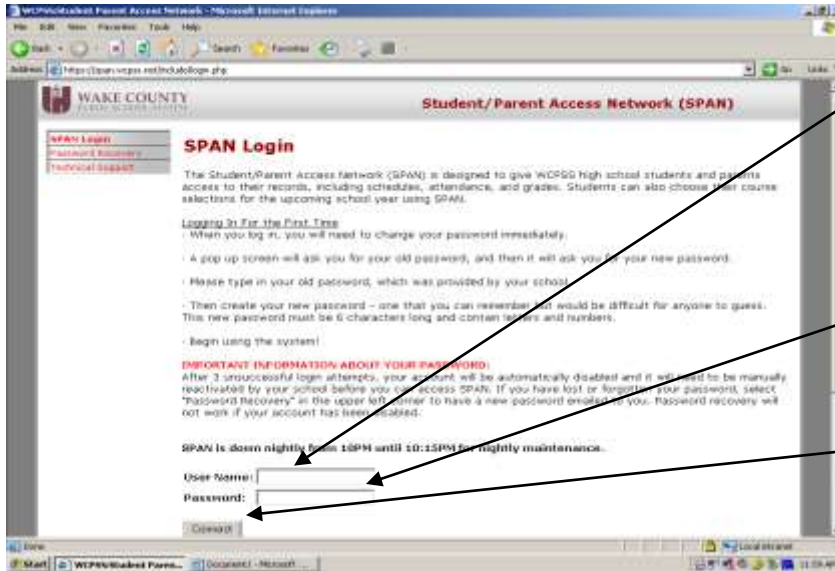


Beginning Monday, August 17<sup>th</sup>, students may begin using SPAN (span.wcpss.net) to submit all schedule change requests. Schedule change requests can only be made through a student SPAN account. Below are step-by-step instructions to guide you through the schedule change request process.

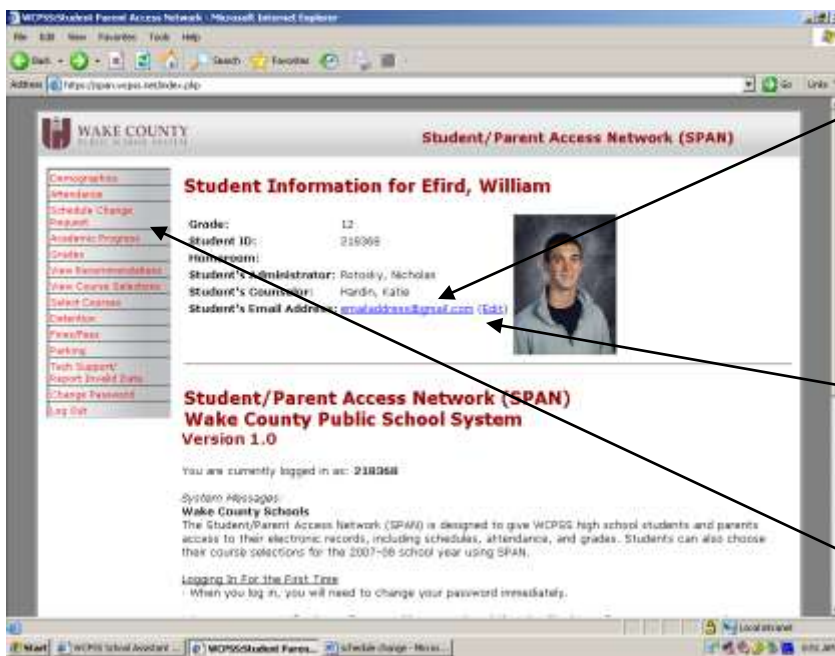
Most students have already received passwords. If you have forgotten your password or if your account has been disabled click the “Technical Support” link in the upper left corner of the screen to submit a request for a new password.



Your user name is your student ID number. This number will never change.

Enter your password.

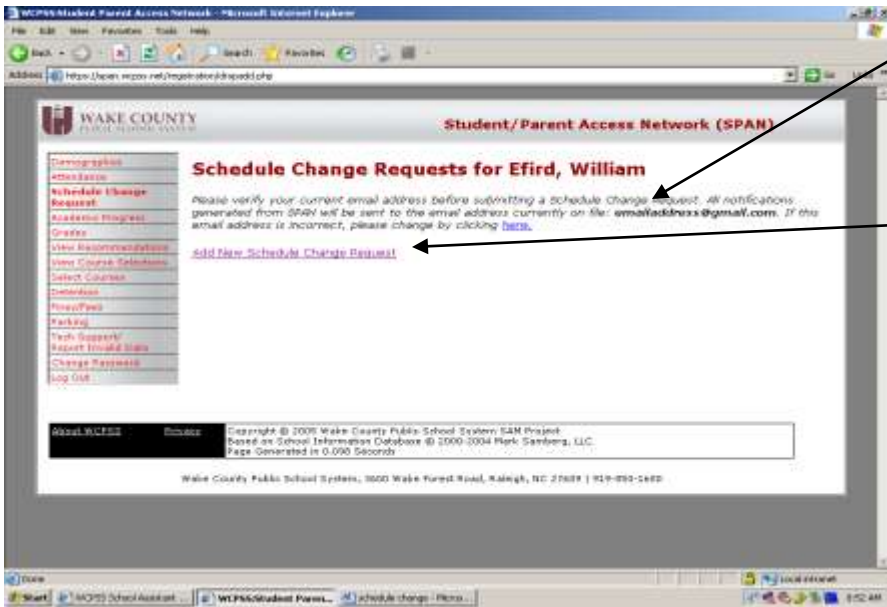
Hit “enter” or click on “Connect” to move to the next screen.



Once you've logged into SPAN, please verify your email address. Online schedule changes rely heavily on email. It is imperative that the email address connected to your SPAN account is accurate.

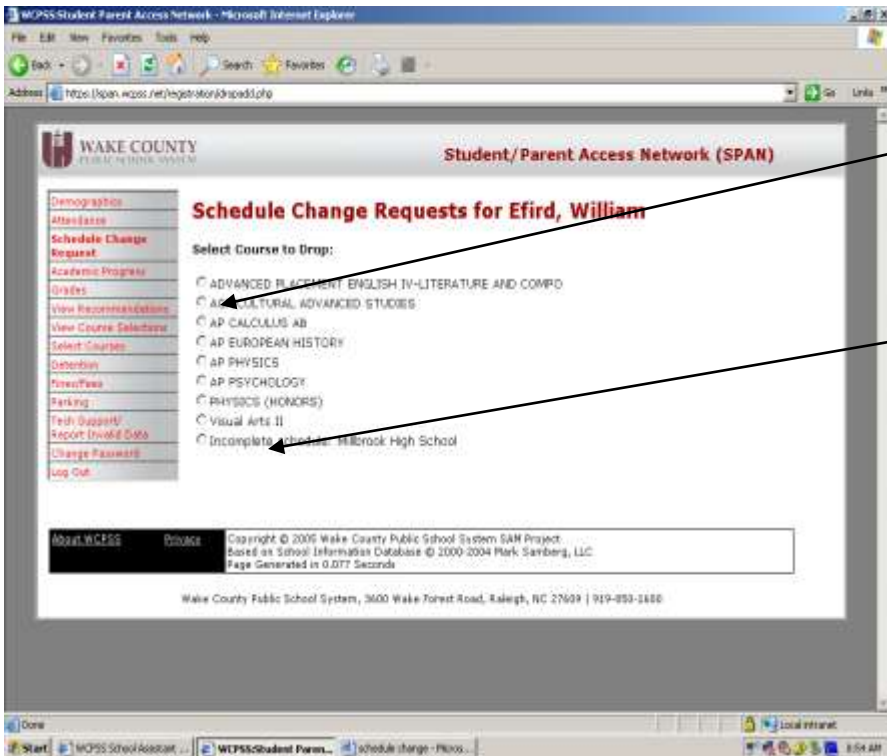
To change your email address, click “Edit” and you will be prompted to enter a new address.

After you've verified your email address, click “Schedule Change Requests”.



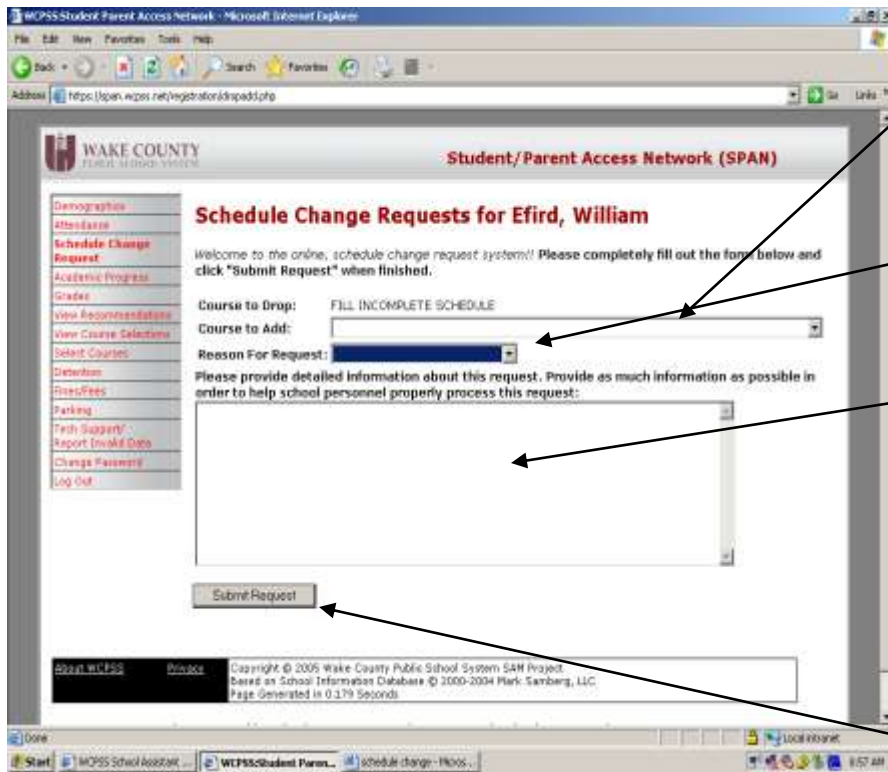
Please verify your email address.

Then click, "Add New Schedule Change Request"



First, you must indicate which class you would like to drop.

If you have an incomplete schedule (you do not have 8 classes), then select "Incomplete Schedule."



Second, you will choose the class that you would like to add to your schedule.

Third, choose the reason you are submitting the request.

Fourth, provide any additional information about this request that you would like to include. **In this box, please indicate additional courses that you'd be willing to add in case your first choice isn't an option.**

When you're finished, click "Submit Request".

### Helpful Reminders:

Here are examples of reasons for schedule change requests:

- Courses are out of sequence = Spanish 2 is in the fall and Spanish 1 in the spring.
- Do not have the prerequisite = You've been scheduled for Algebra 2 without taking Algebra 1.
- Previously passed the course = You successfully completed the course in summer school or during a previous school year.
- Input error
- Missing a course in schedule = you do not have 8 classes
- Other = please specify in the box at the bottom of the screen why you are requesting a schedule change

You will be notified via email whether your request has been accepted, denied or if additional information is needed. By logging back into SPAN, you will be able to view comments added by the counselor processing the request. **PLEASE CHECK THIS REGULARLY!!** Counselors may request additional information which will require a response from you.

Here's the contact information for school counselors:

9<sup>th</sup> Grade Counselors:

- Shaunte Adams: 501-7942
- Glenn Flowers: 850-8812

10<sup>th</sup> – 12<sup>th</sup> Grade Counselors:

- Katie Hardin (A-F): 850-8836
- Amanda Stellrecht (G-N): 850-8824
- Gwen Bayyan (O-Z): 850-8812

\*\*\* Please note that counselors will not return to work until August 17, 2009. If you need to reach one of them, please wait until after that date.