



Student Procedures for Elective Course Selection (Current sophomores and juniors only)

1. Read and discuss this *Course of Studies* booklet with your parents, paying particular attention to the following:
 - CBA graduation requirements
 - New York State Regents diploma requirements
 - Course descriptions
 - Course placement criteria
2. Attend the guidance presentation on elective course selection and college preparation courses.
3. Complete the “Course Selection Form” during the guidance presentation. Counselors will be available to assist you. In addition, you may make a personal appointment with your counselor if you would like more specific information and/or assistance.
4. Take the “Course Selection Form” home for approval. Parents should call their child’s guidance counselor if questions arise or they would like to review the proposed electives.
5. Return the approved and signed course selection form to the Guidance Office by the due date indicated.
6. If you or your parents wish to change your program, you must talk with your counselor. Once student schedules have been established, all requests for program changes must be approved by the school administration.
7. All schedule changes must be made before the end of the official add/drop period.
8. Please be aware that student performance for the remainder of the year, along with final exam grades, may cause a change in electives and/or course levels for the following year.
9. CBA reserves the right to cancel any class due to insufficient enrollment.
10. In some cases, course conflicts may affect individual student schedules. Every effort will be made to schedule students into their first choice electives. In the event that a conflict occurs or a class is cancelled, students will automatically be scheduled into their alternative selections.
11. Course changes will *not* be honored for teacher preference.
12. Final placement of students ultimately rests with the school administration.