

Student Schedules & Corrections

Registering for classes is an important part of your child's education. We want to make sure that your student has signed up for the appropriate classes, allowing them to meet their diploma requirements and be prepared for their post-graduate plans. Our advisors and teachers worked with your students this past school year to advise him/her on course selections. Based on these course selection totals, we have built a master schedule, hired the proper number of teachers and created the appropriate number of class sections. Therefore, unless there is an error on your schedule, (i.e. missing a course for graduation, need to replace a course taken in summer school) changes will not be made.

Please review your student's schedule on the Student/Parent portal. If your student has an error on their schedule and a correction is **necessary**, please follow this process:

1. Print this page. **Please do not make duplicate requests.**
2. Fill out the schedule correction form and return it by mail, email (mvtregistration@mpsaz.org) or in person to the Mountain View front office by **July 25**.
Counselors make corrections based on these forms. The forms are processed in the order in which they are received.
3. Schedule corrections that are necessary, may take several days and will be processed in the order in which they were received. **Please watch your parent/student portal for corrections.**
4. In a circumstance where you must contact a counselor, write a note at the bottom of the correction form and include your email address. **Because of the volume of correction requests, the counselors will not be able to accommodate requests that are left in a voicemail.**

It is our goal to provide the best service possible to our students and families. We appreciate your patience in allowing our counselors to process these corrections as efficiently as they can.

Sincerely,

Greg Milbrandt, Principal

Mesa Community College (MCC): Dual Enrollment Registration Process

Students looking to enroll for dual enrollment eligible courses through MCC are able and encouraged to take care of admissions and testing on either MCC campus location over the summer. Doing so will help to avoid a rush in the fall. **Please note that final enrollment into the course cannot take place until Mt. View School schedules have been distributed and students have been assigned to a dual enrollment teacher.**

Please visit mesacc.edu/dual for more information, or call the MCC Early College office at 480-461-7901.

Please cut and return the form below if a schedule correction is needed.

SCHEDULE CORRECTION FORM

NOTE: Please check your Parent/Student Portal before paying fees or filling out this form.

Changes may have been made to the original course requests.

Continue to check the Parent/Student Portal to watch for corrections.

Student Name _____ ID# _____

Please correct my schedule for the following reasons (check all that apply).

- () Missing a class that is required for graduation
() Completed a class on my request form in summer school
() Failed a class and need it added to my schedule

*****NO ELECTIVE, PERIOD, LUNCH OR TEACHER CHANGES CAN BE MADE*****

Please list at least 2 choices

Remove course(s): _____ Replace with: _____

Additional information:

Parent Signature (required) Date Preferred Phone # Email Address