

PRINTING YOUR SCHEDULE/CLASS CHANGE PROCEDURE

All students will print their own schedule and/or make class changes for the 2009-2010 school year through the on-line “Class Choice” program. The following information will guide students through this process.

Class Choice will be available on the following dates:

Friday, May 22@ 4:00 p.m. through May 27 @ 10:00 p.m.

Class Choice will be available for students to use 24 hours a day during this time period.

No class changes will be allowed after the above dates. Counselors will no longer make class schedule changes.

Computer Access to Class Choice: All students will be able to login from any computer with internet access.

HOW TO USE CLASS CHOICE:

Access to Class Choice: <http://classchoice.mtridge.alpine.k12.ut.us/>

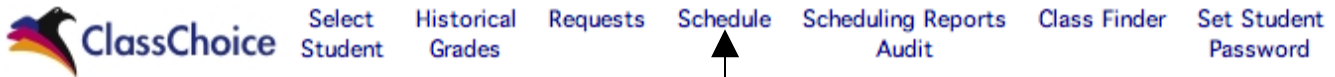
Welcome to the Mountain Ridge Junior High
online registration system.

To login to Class Choice please use your school ID and your Birth date.

For example, if your Student ID is 123456 and your Birthday is 01/02/1991
You would enter the following:
User ID: 123456
Password: 1/2/91
(enter date exactly as shown using forward slashes)

Login: User ID is your **Student Number** and the Password is your **Birth Date**

To show your schedule: Click on “Schedule” at the top of the page.



Click *printer friendly page* to print your schedule

YOU WILL NOT BE ABLE TO CHANGE CORE CLASS TEACHERS! You must have the same teacher for second semester as you had for first semester.

If you want to change classes/hour: Go to the hour where you want the new class and click *edit*. Ex: You want health A2 instead of B1. Go to A2 and click blue edit, find health and highlight it.

You will see the *Modify Schedule* screen.

- Go to the semester you want to change and the pull down menu will show which classes and how many seats are available that hour.

*****WARNING*** IF THE CLASS YOU ARE IN HAS A NEGATIVE NUMBER OF OPENINGS, Ex: (-2 open) , AND YOU MOVE OUT OF THAT CLASS, YOU WILL NOT BE ABLE TO GET BACK IN THAT EXACT CLASS IF YOU CHANGE YOUR MIND.**

- Select the new class

Be sure to click *Save Changes*

If you do not see a class:

- The class is not offered that hour. To locate a class/or teacher, click on *Class Finder*



Type in course number, name or teacher and it will show you when those classes are offered.

- The class is full. If the class is full choose a different teacher or hour. DO NOT call your counselor and asked to be put in the class. Counselors will not make schedule changes or overfill a class.

We are so lucky to have this technology to assist in making class sizes more balanced and to better accommodate student requests. Please know with this new process, you may experience some frustrations. AFTER you have given this process your best effort and if you are frustrated, please call our office at 763-7016. We will do our best to help you. Also note that there is no longer a \$5 class schedule change fee if you make the changes. If the counselors have to make the changes for you, the \$5 fee will be charged. You may change your schedule as many times as you would like during the scheduling dates; however, class changes will not be accommodated after the closing date.

Best wishes for success this school year,

Mountain Ridge Counseling Staff