**COURSE APPLICATION PROCESS**

If a student in your homeroom is requesting to take any of the following courses that need an application, please make sure they follow the procedure outlined below.

Health & Physical Education Leadership 120

Outdoor Pursuits 110

Reading Tutor 120

Leadership 120

Engineering 110

COOP 120

FIT Program

1. Pick up the application from the Guidance area or COOP forms from K. Maloney / A. Tomilson Room 320A
2. Fill in the application and/or pass out reference sheets to teachers – Student must tell the referring teacher who the homeroom teacher is, so referring teacher can return the completed form to that teacher.
3. All applications need to come back to the homeroom teacher
4. Homeroom teacher attaches all applications to the students registration form and during the meeting to register all students give the completed forms to the VP/counsellor.

Without the acceptable application no students will be placed in a course.

At the end of homeroom registration, all applications will be given to the appropriate person who will determine if the application is accepted. That person will generate a list for the course/class and give it to the VP, who will enter the students. All students who have not been accepted will have their names given to guidance and they will meet with the student to choose another course to enter as a request. For example: if he/she requested Coop 120 and did not get in he/she will have to pick three more requests.