



August 25, 2026

Dear Students and Parents,

We hope you have had an enjoyable summer and are looking forward to the start of a new school year!

As we prepare for September, we want to provide clear information about course enrolments and the process when requesting timetable changes.

Course enrolments will be viewable in [MyEdBC](#) after **3:00PM on August 28**. Our master timetable is built based on course requests made by students and families in February and verified by students and families in April. Because staffing, resources, and class sections are allocated based on these requests, there is limited flexibility for changes once the timetable has been created.

Important: How to Request a Course Change

Students are expected to **attend the courses listed on their timetable until an approved change has been made.**

To ensure that course change requests are received, organized, and reviewed fairly, **all requests must be submitted through the appropriate [digital course change form](#).** This allows our counselling team to work through requests systematically and according to the priority categories and timelines outlined below.

Please do not email, call or send Teams messages to counsellors regarding course changes. Counsellors will not be responding to course change requests submitted through email or Teams. With approximately 2,300 students, we receive a very high volume of requests at the beginning of the school year. Responding to individual emails, phone calls and Teams messages would make it difficult for us to efficiently review the digital requests and ensure that students with the highest-priority needs are addressed first.

We appreciate your understanding and use of the digital form as the **only method for submitting a course change request.** This process helps us ensure that every request is documented, reviewed consistently, and considered within the appropriate timeframe.

Once a request has been submitted:

- Counsellors will review requests according to the priority categories and within the timelines outlined below.
- If a counsellor has a question or concern about a student's request, **the counsellor will initiate contact with the student directly via Teams message.**



- Students should **monitor MyEdBC regularly** to see whether a timetable change has been made. Please look at the **List View** in MyEDBC - the pdf timetable is a static document and does not reflect if a course change has been made.
- Students should not assume a change has been approved until the change appears in MyEdBC.
- Students must continue attending their scheduled classes until an approved change is reflected in MyEdBC.
- **Please do not submit duplicate requests or follow up by email or Teams message.** A second request or message will not speed up the review process.

We understand that the beginning of the school year can be stressful, particularly when students are waiting to see whether a timetable change is possible. Please be assured that our counselling team will be **continuously checking and rechecking submitted requests throughout each request window**. We will work through the requests as efficiently as possible while ensuring they are reviewed carefully and fairly.

Thank you for your patience and understanding as we manage this very busy time of year and work to support all our students

Grades 9–12 Course Change Requests

From **August 30–September 15**, students in Grades 9–12 may submit a digital course change request form [Course Change Procedure – WGSS Course Guide](#)

During this initial period, we will only process **Priority 1, Priority 2, and Priority 3 requests**. The definitions for each priority are outlined below.

Priority 1: Incomplete Timetable

A student has **fewer than 8 courses within their regular timetable (Blocks A–D)**.

- Courses outside the regular timetable, such as before/after-school courses or external programs, **do not count** toward the 8-course requirement.
- Students who have 8 courses listed but do not have 8 courses within Blocks A–D may still have an incomplete timetable.

Examples:

- 7 timetable courses + Study Block = **Complete (8 courses)**
- 6 timetable courses + 2 courses outside the timetable = **Incomplete (still Priority 1)**

Priority 2: Incorrect Timetable

A student:

- Does not have the prerequisite required to take a course; or
- Has already successfully completed the course, but it is still appearing on their timetable. Please note that students who have completed courses through online learning or summer school ahead of their grade level may not be able to move further ahead in that subject. School policy restricts students from enrolling in courses more than **two grade levels above their current grade**.



Priority 3: Required Course — Graduation or Post-Secondary

A student:

- Is missing a required course for graduation, such as English 12 or Capstone; or
- Requires a specific course for a post-secondary program.

Requests related to post-secondary admission **must include the specific program, institution, and course requirement details**. Incomplete or inaccurate information may result in the request being deprioritized.

Sept 11 - Priority 4: Preference-Based (Elective) Course Requests Open

Priority 4 requests are changes based on student preference rather than an academic requirement. Examples include:

- Switching from one elective to another
- Changing a course from the student's original course requests
- Requesting a different course based on interest or schedule preference

These requests are **not required for graduation or a specific post-secondary pathway**.

Priority 4 elective changes will NOT be processed from August 30–September 10.

A separate digital form for Priority 4 elective changes will open **September 11–15**. Requests submitted before September 11 will not be reviewed or processed.

We ask that students and families carefully review the priority categories before submitting a request. This process allows us to address students with incomplete or incorrect timetables and those with essential graduation or post-secondary requirements before considering preference-based changes.

Grade 8 Students

Grade 8 students will **not see their timetables until they arrive at school on Tuesday, September 8**. Homeroom teachers and student GQ helpers will assist students in understanding and reading their timetables when they arrive.

If a student does not have a **full timetable**, the homeroom teacher and GQ helpers will direct the student to the Counselling Office so that their schedule can be reviewed.

Please note that **Grade 8 students will not be making course request changes**. Their elective rotations have been carefully scheduled to accommodate the overall timetable, including required courses, Band and other music programs, PHE, and elective offerings. We recognize that some students may not have received their first-choice PHE section (for example, Girls PHE or Boys PHE). In some cases, these requests could not be accommodated because of conflicts with music programs or other elective requests, as well as the limited flexibility available within the Grade 8 timetable.

We appreciate students and families understanding that these schedules are carefully constructed to ensure that all Grade 8 students have a complete and workable timetable.

Grade 12 Course Changes and Withdrawals

Grade 12 students should carefully consider any course change or withdrawal and how it may affect their graduation requirements and post-secondary plans.



Students should ensure that they have the prerequisites required for their intended post-secondary programs. Changing or dropping a course can affect eligibility for admission to certain programs, so we strongly encourage Grade 12 students to carefully review their course selections before submitting a request.

Thank you

We appreciate your patience and understanding as we work through the start-of-year timetable process. Our goal is to ensure that students are appropriately enrolled and supported while maintaining balanced and workable class sections.

Thank you for your cooperation as we work through the many course requests at the beginning of the school year.

Sincerely,
WGSS Counselling Team