

## **August announcements about class schedules.**

Class schedules and login information were mailed on Monday, August 4, 2008.

1. If there was an error in your schedule, send us an email at [changes@loyolahs.edu](mailto:changes@loyolahs.edu) include a brief description of the error. A length explanation is not necessary. Be sure to include the word, "ERROR", in the subject line of the email along with your ID number. These schedule changes will have the highest priority.
2. Do not send emails or copies of your emails to your counselor, teachers, or school administrators. Do not send schedule change requests directly to Mr. Felten.
3. Send all request for schedule changes to [changes@loyolahs.edu](mailto:changes@loyolahs.edu) include a brief request of the change, "Drop this and add this". An explanation for change is not necessary. Be sure to include your ID number in the subject line of the email.

Some schedule changes are easy to do and you will receive email notification of the change. You will be able to view the changed schedule using your new StudentConnect login.

Other changes might not be able to be done initially. These requests will be kept and reviewed on a daily basis. You will not receive an emailed progress report.

4. Why are some request done and other not done?

My philosophy for schedule changes:

I look at each request. It really does not matter to me which teacher you have, but part of my job is to balance class size. If your request moves from a larger class to a smaller class, we are often able to honor the request. We will not over load a class to honor your request. Sometimes a request will also involve a change of class period, so the class size must be examined for all classes involved in the requested change.

5. Use a font larger than 14 point.
6. THEOLOGY for juniors and seniors

In the junior and senior year Loyola students are required to take Faith of Catholic, Moral Theology and one additional theology elective. These three classes can be taken in any order. While we usually try to schedule juniors into Faith of Catholics this is not always possible. Juniors may have been schedule into a theology elective they did not request because of space limitations.

If you are looking to add some flexibility to your schedule, we are offering a section of Moral Theology at period 7, 7:15 to 8:10, usually Monday through Thursday in the fall semester only. Be sure to specify that you want the period 7 Moral Theology if you email this request. This period 7 class will allow you to have an unscheduled period during the regular school day. In the past, students have used this unscheduled period to get a good start on their homework.

7. Sophomores are required to take Theology 2. Some sophomores took this class in summer session. These sophomores will take an additional elective (PE, a second fine arts class, or Health). If this course does not appear on your schedule and you did not take it in summer session, you must request that it be added to your schedule.

Check back,  
I will add addition notes.  
fpk