

TIMBERLINE CLASS CHANGE INSTRUCTIONS

1. Read the CLASS CHANGE POLICY below.
2. Print and complete the CLASS CHANGE FORM.
3. Schedule an appointment using the ONLINE SCHEDULER.
4. Pay the ***NON-REFUNDABLE*** processing fee ***PRIOR*** your appointment and have the form signed for proof of payment.
5. Bring the form and proof of payment to your appointment.

CLASS CHANGE FACTS

- There is an ***NON-REFUNDABLE*** processing fee of \$5.00 which must be paid to the front office or financial office *before* your appointment and form will be signed as proof of payment. Counselors do not take payments. No exceptions will be made to this policy.
- Class changes will be done by appointment August 9th to August 15th. Walk-in's cannot be accommodated. The scheduler will open on July 30th to schedule appointments. Go to timberline.alpineschools.org and click on the Online Scheduler logo to schedule an appointment.
Password-timberline
- Class Change appointments need to be brief. Counselors are not able to discuss other concerns at this time.
- After August 15th, Class Changes forms may be submitted for processing. The counselor will process the requests in the order they are received. Students will be notified once the request has been processed. The student must attend all classes as they are scheduled until notified of a change. **The last day to submit the form is Friday, August 24th.**