

Timetable Change Request Info 2026/27

READ ALL OF THE INFORMATION BELOW CAREFULLY, BEFORE PROCEEDING TO THE FORM.

See the master schedule of classes (link below) to determine which courses are available in the time slot that you are looking to switch. This list will NOT be updated as classes reach their maximum capacity, so your choice(s) may not be available.

[CLICK HERE TO SEE THE MASTER SCHEDULE OF ALL CLASSES](#)

- Be sure to look at your current timetable in Aspen before completing this form.
- Grade 12 students can have a scheduled "spare" as long as they have already successfully completed at least 23 credits; the student's guardian/parent must also consent to the student having a "spare."
- Grade 9, 10, & 11 students need to have eight courses scheduled (4 each semester).
- To quicken this process, please do some research ahead of time to ensure that you have the proper prerequisite, that you are choosing the appropriate level (i.e. applied, academic, college, university), and **look up the course code to learn what the course is about**. Indicating that you don't know what course you want will only slow down the process as your request will be moved to the bottom of the list.
- You are required to attend all classes that are on your timetable until it is changed.
- You will receive an email to let you know once your timetable has been changed, or to let you know that your request could not be accommodated. Please be sure to check your DSBN email regularly.
- **The last day to request a semester one course change is Friday, September 11, 2026.**
- Please be patient. We will work through the requests as quickly as we can. Filling out the form multiple times or emailing staff directly will not get your timetable changed any faster.
- **Students who reach out to request changes via email, phone call, or in person will be directed to fill out this form instead.**

You can access the form here: [Timetable Change Request Form 2026/27](#)