



# PROVIDENCE CATHOLIC HIGH SCHOOL

1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-2136 • [www.providencethecatholic.org](http://www.providencethecatholic.org)

**Dr. John R. Harper, Principal**  
[jharper@providencethecatholic.org](mailto:jharper@providencethecatholic.org)

## NEW TIMELINE FOR THE RELEASE OF 2018-2019 STUDENT SCHEDULES AND PURCHASING COURSE TEXTBOOKS

Dear Celtic Parents and Students,

This is to inform you of our intention to release student class schedules for the 2018-2019 school year on or about **May 14, 2018**, and to make any necessary changes to individual student schedules no later than **May 24, 2018**. While these are final schedules for all intents and purposes, should a minor change to your student's schedule be made over the summer you will be notified with an updated schedule. Incoming freshman schedules will be emailed in late June and a separate letter detailing this process will be sent to incoming freshman parents.

Adjusting and accelerating this timeline carries a number of benefits. It informs students and confirms their course selections. It assists the administration with planning and eliminates the need for a one-day-only August "Schedule Change Day." Finally, this new timeline is expected to resolve many of the problems our families experienced this year purchasing and receiving textbooks, especially electronic textbooks, from our vendor eTechCampus.

As you know, this year for the first time, all students were required to carry their own electronic devices. This created the opportunity for those students electing to do so, to purchase and to download electronic textbooks to their devices rather than continue to rely upon the traditional physical books. Unfortunately, eTechCampus, our student textbook distributor, misjudged the demand for electronic books, resulting in protracted delays in delivery. eTechCampus has assured us that by finalizing and releasing student schedules in May and opening the window for families to order textbooks sooner, that this should alleviate problems.

The most important aspect of this timeline as it relates to ordering textbooks however, is **electronic textbooks will only be available through eTechCampus between June 1 and July 15, 2018. After July 15<sup>th</sup>, only traditional, physical books will be available for purchase from eTechCampus.** Obviously, this does not preclude a family from securing copies of electronic books from other distributors or sources. In these cases, we ask that you pay special attention to the assigned ISBN number, and you are certain to order the correct editions of these books.

As with any change, it will require everyone's cooperation and support. Please find below a timeline highlighting the most important dates.

### **May 14, 2018**

2018-2019 Student Schedules (Grades 10-12) are emailed to the student and their primary parent listed on file. Incoming Freshman students and their parents will be emailed their course selection sheets during this week, and incoming Freshman final schedules will be emailed to the student and their primary parent listed on file after the conclusion of the Summer Studies Program.

*There will be one exception to the schedule distribution date of Monday, May 14, 2018: Students with outstanding 2017-2018 tuition/fee balances will not receive their schedule until all balances are paid in full.*

**May 15-24, 2018**

Over the course of these 8 school days, current students in need of a schedule change for any reason must meet with their counselor to do so. This is the responsibility of the student. A \$75.00 schedule change fee will be charged to the student's 18-19 tuition account. After these dates, students will not be able to change their schedule until the first week of the 18-19 school year, when choices and options are very limited.

**June 1-July 15, 2018**

eTechCampus online bookstore opens offering PCHS families three options for purchasing textbooks:

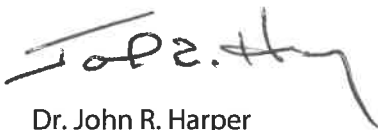
1. **Physical Book Rental Bundle:** Students who order this rental bundle will receive all physical textbooks.
2. **eBook/Physical Combo Bundle:** Students who order this rental bundle will receive an eBook when available for certain classes. For classes where an eBook is not available, students will be given a physical textbook.
3. **A la Carte Option:** Students can purchase, not rent, physical textbooks, eBooks and supplies individually and not part of a bundle.

**July 16—and after**

eBooks no longer available for purchase through eTechCampus. Physical books remain available for purchasing through eTechCampus.

Should you have any questions about this process, please do not hesitate to contact our Main Office at (815) 485-2136, and you will be directed to the proper department with any questions you may have.

Sincerely,



Dr. John R. Harper  
Principal

JRH:mm