

BVN Counseling Center Information

Summer 2020

Counselors will be unavailable between June 10th and July 30th. Emails and phone messages received during this time will be addressed beginning July 31st.

STUDENT SCHEDULES:

Please check your email and the BVN website for information about student schedules.

- Note that the order of classes and teachers indicated on schedules on ParentVue may change before the first day of school as we work to balance class sizes.
- **All** students should check StudentVue up until the first day of school to check for changes.
- Many sections of courses are at capacity making schedule changes very difficult and sometimes impossible.
- In some situations, classes and/or teachers in core curriculum classes will change at semester to allow semester electives to fit into a student's schedule.
- Requests for specific teachers or order of classes cannot be addressed.
- **Alternate courses:** In many circumstances counselors have had to use one or more alternate courses chosen by students during enrollment. **If you see one of your alternates in your schedule, it is NOT an error.**

CHANGED YOUR MIND ABOUT A COURSE?

- Requests for **preferential changes** will be accepted only during the **first five days** of school.
- Students **MUST** attend all classes listed on the schedule until it has been changed.
- Check Master Schedule Matrix (*posted on website and available in Student Services in August*) to determine whether a change is possible. Keep in mind that some classes are full.
- Beginning **August 13th** (*first day of school*), obtain a Schedule Change Request Form from Student Services.
- Write in the changes you are requesting in the **correct hours** (ie. if another class has to move, put it where it needs to go on the form by checking availability on the matrix).
- Take form home to complete (completed forms will not be accepted until **August 14th**) and obtain parent signature, then obtain teacher signature and return to Mrs. Gonzalez in Student Services no later than **August 19th at 2:50 PM**.
- Continue to attend original schedule. You will receive a response from your counselor within two days.
- After **August 19th** only requests for changes in level (*e.g. Honors and AP classes to Regular, etc.*) will be accepted.

FOR SCHEDULES WITH ERRORS ONLY:

Beginning **July 30th**, please send your counselor **an e-mail** describing the error. Schedule changes will be made by email only, not in person or by phone. Counselors will respond to emails regarding errors beginning July 31st. Possible errors would include:

- Not having a complete schedule or missing a core class.
- Duplicate course (*a course is scheduled twice*).
- Student failed a class and needs to have it added to schedule.
- Senior missing a graduation requirement.
- Missing a prerequisite or sequence error (*e.g. Photo 2 scheduled before Photo 1*).
- Request to change a level (*i.e. Honors/AP to Regular, or Regular to Honors/AP*).

BVN Counselors

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