***BVN*** **Counseling Center Information**

**Fall 2021**

**STUDENT SCHEDULES**:

• Please check your email for information about when schedules will be available on Studentvue and Parentvue.

• 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 is 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 18th** (first day of school), submit requests on the google form found on the counseling website and Canvas page (this form will not open until August 18th).

• Continue to attend original schedule and check Studentvue for changes. You will receive an email from your counselor with questions or if a change is not possible.

• After **August 24th** only requests for changes in level (e.g. Honors and AP classes to Regular, etc.) or drops to a Study Hall will be accepted.

**FOR SCHEDULES WITH ERRORS ONLY:**

Beginning August 2nd, please send your counselor **an e-mail** describing the error. **Schedule changes will be addressed by email only, not in person or by phone.** 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).
* Request to add or change CAPS classes.

**BVN Counselors**

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