

## Frequently Asked Questions

- **I prefer to schedule directly with my counselor, is that an option?**  
Yes, a student who wishes to schedule with their counselor can simply put in a request to see his or her counselor. Please remember that with the high volume of calls and requests counselors are receiving, it may take several days for you to be called down to the guidance office for assistance.
- **Can I opt out of the SPT that's already in my schedule and replace it with a class?**  
If you are an incoming freshman, you cannot opt out of your SPT. If you are going to be a sophomore, junior or senior, all you need to do is make a note in the "Notes" section letting your counselor know that you want to opt out of the SPT and what class you would like to replace the SPT with (ex: I don't need the SPT, and I'd like to take Intro to 2D Art instead). Don't forget to press "Save Notes"!
- **Is the schedule I am creating going to be exactly what next year's schedule looks like?**  
No. Currently, you are only selecting courses that you would like to take next year. Courses are not assigned specific hours or semesters until the Master schedule is made in March. For example: Just because Intensive Writing appears in the first slot, first semester, does not mean that when your schedule is finalized, Intensive Writing will be first hour, first semester.
- **One of the classes that was pre-loaded into my schedule is a class I've already taken! Help!**  
In order to fix this, you just need to write a note in the "Notes" section letting your counselor know you've already taken the course and which class you would like it replaced with. For example: "I'm already in Algebra II Honors and need to be in Pre-Calc Honors". Don't forget to press "Save Notes"!
- **I want to know more about a course...where do I find that?**  
Either in the Course Selection Guide ([www.weemster.com/scheduling](http://www.weemster.com/scheduling)) or once you choose a course from the drop down menu, you can click on the "?" box and a course description will appear.
- **Why can't I delete pre-loaded courses that are already in my schedule?**  
Only counselors have access to remove the pre-loaded required classes. If you do not wish to take one of the pre-loaded courses or you've already taken one, just write a note in the "Notes" section and let us know what you'd rather take instead. Don't forget to press "Save Notes"!
- **Are classes given on a first come, first serve basis?**  
No. The computer does not prioritize schedules in the order in which they were input. If a class is too full, seniors get priority, then juniors, sophomores, and freshmen. If the scheduling window is missed, there will be a late scheduling window from January 3-13.
- **I'm going to take one of the pre-loaded classes in my schedule in the summer, how do I get it out?**  
Until a student signs up and pays for summer school, the courses need to stay in the student's schedule. This is to allot room in required classes in case a student does not end up in summer school. Once the student signs up and pays for summer school, the counselor will take out the courses they are taking in summer school and replace them with the alternate courses the student has chosen.
- **My student is a sophomore, can they receive Dual Credit?**

Dual credit is only available to juniors and seniors who meet the requirements each college has set forth.

- **Can I request a teacher? An hour I want to have a class in? A semester I want a class to be in? What about if I want a certain lunch?**

We cannot and will not take requests for teachers, class hours, lunches or semesters a class ends up in. There is no way we can accommodate requests such as these.

- **Why are we doing online scheduling?**

Over the past two years, we have studied other local schools (Highland and Crown Point) and these schools believed the online scheduling freed up counselors' time. An internal study and meetings with our own counseling staff showed a majority of students did not need, require or want specific assistance while scheduling courses. Most students know what courses they want to take by reviewing the course selection guide and would be capable of self-scheduling if online scheduling was available. Additionally, many students did not wish to be pulled out of class in order to schedule and would have preferred to schedule on their own time. With the time freed for the counselor due to online scheduling, students can be assisted with career/college exploration and counselors can address current academic and other counseling related issues. Online scheduling was put into place to improve the quality of time our counselors spend with their students, not create a wedge between a student and his/her counselor.

- **What resources are available to help me with online scheduling?**

Scheduling information is available at [www.weemster.com/scheduling](http://www.weemster.com/scheduling). There, you can find the Course Selection Guide (which has descriptions of each course offered at LCHS), Special Scheduling Instructions, and videos made by the Guidance staff to help with the scheduling process. The guidance staff (which consists of counselors, secretaries and our registrar) is also available via email or phone in the event that you have further questions.

- **Do I need to talk to my student's counselor to answer questions about online scheduling?**

Our guidance staff may also be able to answer questions you may have. If they cannot, they will promptly forward your call to your child's guidance counselor, who will get back to you as soon as she can.

- **How do I know if my counselor has fixed my schedule or not?**

When the counselor is done altering schedules due to errors or requests, they will put a note in the "Notes" section letting you know what was done to your schedule. If you have questions or need to make changes after your counselor has already made changes and locked Parent Access, please feel free to contact your counselor. Your counselor can be contacted via phone, email, or your student can put in a request to see their counselor. If you wrote your counselor a note, please check back to see if she has written back. If, after reading the counselor's note, you are satisfied with the changes that have been made, please "Parent Approve" the schedule by selecting the "Next" button at the top right hand corner of the page. Then click "Submit Course Requests".

- **How do I know if there is a conflict in my schedule?**

Conflicts occur when the master schedule is run. A conflict is when two requested courses are only offered in the same hour, a class is no longer offered due to low enrollment, or a requested class cannot be fit into a student's schedule (example: If a student is taking Internship and another course they requested is only offered 7<sup>th</sup> hour while they will be gone for Internship). When a conflict occurs, your counselor will either put in an alternate schedule choice that you have provided, OR they will call you down to work out the conflict.