

A Message from the Guidance Department

The UHS Guidance Department is here to support all students and families. To learn who your student's Guidance counsellor is, please see below:

Ms. Michelle Farwell A - G
Ms. Rita Riolo H - Liu
Ms. Stephanie Hawkins Lo - V
Mr. Jonathan Tam W - Z

Timetable Concerns/Inquires

Students are expected to follow their assigned timetable and attend all classes as scheduled. If you have a **conflict*** on your timetable, please complete the online '[Timetable Conflict: Request to Review](#)' Form.

Only **conflicts* for semester 1 will be reviewed at this time. This online form will **open** on Thursday September 8 at 8:30 a.m. and will **close** on Tuesday September 13 at 3:00 p.m. Students who have incomplete timetables will be accommodated first.**

****Changes in elective courses will NOT be processed.****

****Due to specific timetable requests, there may be cases where lunch falls into period 1 or 5. You may complete the Google Form to see if a change in the period 1 or 5 lunch is possible.****

****If you have a **conflict*** in Semester 2, please wait until October to make a Guidance appointment with your alpha counsellor.****

A **conflict*** includes the following:

1. You are in Grade 9, 10, or 11 and have less than 8 courses
2. You are missing a SHSM/diploma/post-secondary requirement
3. You completed a course over the summer which is still on your timetable
4. You did not complete a compulsory/pre-requisite course over the summer

The Guidance department is aware of students with incomplete timetables and is working as quickly as possible to resolve these. Students with incomplete timetables are asked to report to the library.

Instructions for Completion of Timetable Conflict Requests:

- 1) Click the link: [Timetable Conflict: Request to Review](#) (Be sure you are logged into your gapps account!)
- 2) Complete the entire form. Please ensure you provide a correct email address.
- 3) A PDF form will be emailed to you. Please print and have a parent/guardian sign the form. If the form cannot be printed, please have a parent/guardian email the counsellor permission to make the course change.
****This signed form will need to be emailed to the Guidance counsellor upon request.****
- 4) Only **one** form can be submitted by each student.
- 5) The timetable change request form will **close on Tuesday September 13 at 3:00 pm. This is your last day to submit the form.**
- 6) If you need help accessing this link, please contact the Guidance office and we will be more than happy to help you.

Many thanks for your patience.