



Requesting a Timetable Change

August 2023

Dear Upper School Student,

Once you have your timetable, please check to make sure that you are registered in the correct courses and levels. Then, ask yourself the following questions:

1. Am I a New-to-Havergal (NTH) student who has not yet completed a course selection sheet?
2. Did I take a course during the summer that alters my course selection for the school year?
3. Have I changed my mind about my chosen elective(s)?
4. Is there a mistake in the courses listed on my timetable?
 - Am I missing a compulsory course?
 - Have I been registered into the wrong level of a course (regular versus reach ahead)?

Note: Requests to change Course Sections (i.e. I want a different teacher or I want to be in class with my friend) will not be accommodated. Do not ask for this type of change.

If you answer **"YES"** to any of the questions noted above, please send your designated Guidance Counsellor an email message to make an appointment to review your existing timetable. Outline the reason for the change you are requesting in your message.

If you answer **"NO"** to all of the questions above... congratulations! Your timetable is set and no changes are necessary.

If you answered Yes above, Please click on this [link](#) to request your change

Guidance Counsellors will be in the office as of Monday, Aug 28, 2023 .

As of Wednesday, September 6, Senior School students will be seen in priority according to grade—new/returning:

- 1st Priority = New-to-Havergal (NTH) Senior School and Grade 9 students
- 2nd Priority = Grade 12 students
- 3rd Priority = Grade 10 and 11 students

Who is your Guidance Counsellor this year?

Counsellor	Email Address	Grade	House
Carrie Steele	csteele@havergal.on.ca	Grades 7, 8, 9	KL, EK, MD, Grade 7s in MW
Jordy Winograd	jwinograd@havergal.on.ca	Grades 7, 8, 9	MT, CS, EN, Grade 8s in MW
Camille Prince	cprince@havergal.on.ca	Grades 7, 8, 9	FR, MDF, AH, Grade 9s in MW
Kirsten Uhre	kuhre@havergal.on.ca	Grades 10, 11, 12	CS and FR
Jennifer Mandala	jmandala@havergal.on.ca	Grades 10, 11, 12	MT, MW, EN
Heather Johnstone	hjohnstone@havergal.on.ca	Grades 10, 11, 12	KL, AH
Jordan Frost	jfrost@havergal.on.ca	Grades 10, 11, 12	EK, MDF, MD

*We are thrilled to be welcoming Tami Ellis to our team as Guidance Coordinator tellis@havergal.on.ca.

Note: Course additions must be complete by Friday, September 29.