MCHS Counseling Office Class Schedule Information

Students and Parents,

Welcome to the new 2023-24 school year! We are looking forward to seeing all of you!

We are excited to welcome Brandon Andersen to our counseling team this year!

Students are assigned to a specific school counselor by last name:

- Angela Bowler A, C - F angela.bowler@ccsdut.org
- Amy Nielson G - K amy.nielson@ccsdut.org
- Brandon Andersen L - O brandon.andersen@ccsdut.org
- Megan Cooper B, P - R megan.cooper@ccsdut.org
- Dave Clark S - Z dave.clark@ccsdut.org
- Stacie Hofmeister IEP’s please email Mrs. Hofmeister for an appointment-- Stacie.Hofmeister@ccsdut.org

You will be able to check your schedule through PowerSchool beginning Wednesday, August 2nd. If you have problems accessing PowerSchool or do not know how to access PowerSchool, please contact the Mountain Crest Main Office (435-792-7765). As you review your 2023-24 class schedule, note that some classes you may have wanted were eliminated due to low enrollment, conflicting classes, or the classes being full.

Appointments can be scheduled on the following days:
- August 2nd: Seniors can sign up for an appointment
- August 3rd: Juniors can sign up for an appointment
- August 4th: Sophomores and Freshman can sign up for an appointment

August appointments will begin Monday, August 7th with the following guidelines:
- Appointments can be scheduled: https://mchscounselingoffice.setmore.com or you can call Amy Archibald at (435-245-6096). (Do not leave voice messages to schedule appointments, as we cannot reply to these calls at this busy time)
- Must check in with Amy Archibald through the main office
- Schedule an appointment with your assigned counselor
- Only one student per appointment time slot
- Only schedule one appointment during August (no return appointments)
- Appointments will only be 15 minutes long
- No walk-in appointments will be accepted
- Appointments are first come, first serve
- Please be on time for appointments
- You are welcome to email your counselor with any concerns, questions, or schedule changes
The purpose of these meetings will be used strictly for obtaining 15 classes for the upcoming school year. There will be opportunities to schedule appointments and to do your Plan for College and Career Ready meeting with your counselor once the school year begins.

For your information, this is what schedule changes will look like during the school year:

- 1st trimester: changes open for 4 days after the trimester starts
  - Last day to change trimester 1 classes is August 29th
- 2nd trimester: changes open for 3 days after the trimester starts
  - Last day to change trimester 2 classes is November 30th
- 3rd trimester: changes open for 2 days after the trimester starts
  - Last day to change trimester 3 classes is February 28th
- Students can make changes before the trimester starts, but only one change will be allowed after the trimester starts.

We look forward to seeing you again soon!

Sincerely,

Dave, Amy, Megan, Angela, Brandon
Mountain Crest Counselors