

PGHS 2nd SEMESTER CLASS CHANGE PROCEDURE

ONLINE APPOINTMENT SCHEDULER

For your convenience, you will be able to go online and schedule your own appointment to visit with your counselor about possible class changes for 2nd semester. Appointment dates for class changes will be Tuesday, January 7th through Wednesday, January 15th only. A \$5.00 fee is required before making any class changes. Please understand that class changes are not guaranteed as most classes are already filled to capacity. Class changes can only be made at the discretion of the counselor.

*****THE ONLINE APPOINTMENT SCHEDULER WILL OPEN
January 6rd through January 14th.**

APPOINTMENT SCHEDULING INSTRUCTIONS:

1. Visit the school's homepage (pghs.alpineschools.org).
2. Click on **Counseling** button (top center of page).
3. Select the **Appointment Scheduler** link.
4. Choose **Pleasant Grove High School** from the High School drop down list. Click **GO**.
5. Enter the school password: **Vikings** Click **ENTER**.
6. Enter your student's **Student ID** number. (If you do not know their Student ID number, use the LOOKUP STUDENT ID button to access the system). Click **GO**.
7. Verify your student's **Birth Date**. Click **GO**.
8. **Check the box next to the name of your counselor.** (Students are assigned to counselors by alphabet).
9. You will then see the available time slots for the counselor you have selected. **Select the time that works best for your schedule.**
11. **Enter your email address** (highly recommended) if you would like an email reminder sent to you. (Your email address is kept private).
12. Once you have finished, **Confirm Your Appointment** and print your schedule.
13. **Write down the Confirmation Number** (you will need this number to cancel and/or reschedule your appointment).

*If you need help scheduling an appointment or have any questions, please contact the Counseling Office at 801-610-8171.