

Below are some frequently asked questions encountered by LHS Academic Advisors. This document is a work in progress and will be edited from time to time as needed.

Academic Advising FAQs

Q: What is the difference between a *Counselor* and an *Academic Advisor*?

A: A *Counselor* general refers to someone who is specially trained to give social/emotional support. An *Academic Advisor* works hard to insure that every student is placed in the correct courses each year so that student remain on path to graduate according to plan. Advisors are able to accomplish this considerable task because we concentrate our efforts, turning our attention to each deadline as it cycles into priority over the course of the academic year. Please see the *Academic Advising Overview* and *Calendar* posted under the Academic Advising button on the Lamar homepage.

Q: Who is my Academic Advisor?

A: This information is contained in the *Academic Advising Overview* posted under the Academic Advising button on the Lamar homepage.

Q: How do I contact my Academic Advisor?

A: Please email us as we are a mobile team!

Q: Where do I find my Academic Advisor's email address?

A: This information is contained in the *Academic Advising Overview* posted under the Academic Advising button on the Lamar homepage.

Q: When may I meet with my Academic Advisor about path, plan, or course selection?

A: Advisors meet with every student, every year, to review path and plan and to select courses for the upcoming school year. Advisors present in social studies classes, then meet with students individually. We meet with sophomores in October, with freshmen in November, with incoming freshmen in December and with juniors in February.

Q: When may my parents meet with my Advisor about path, plan, or course selection?

A: We ask that parents attend the *Advisors' Parent Education Series*. A calendar is posted under the Academic Advising button on the Lamar homepage. Advisors remind students of these parent seminars when we visit their social studies classes. We also send reminders by call outs. Please be sure that your correct telephone number is on file in the attendance office so that you receive these telephone reminders.

Q: What if my parent cannot attend the relevant Parent Seminar?

A: The PowerPoint presentation from each seminar in the *Advisors' Parent Education Series* is posted under the Academic Advising button on the Lamar homepage after each seminar concludes.

Q: Where can I find the Academic Advising button on the Lamar homepage?

A: Please go to <http://www.houstonisd.org/lamarhs> , you will find the teal "Academic Advising" button in the right hand margin.

Q: When may I meet with my Academic Advisor?

A: Advisors are available anytime for truly emergent needs. However, Advisors' *Grade Level Presentations* in social studies classes, *Parent Education Series*, and PowerPoints, FAQs, and other information posted under the Academic Advising button on the Lamar homepage were created to answer most questions as they arise. If, after attendance at student and parent events, and review of the materials on our website, you require an individual sit down meeting with your Advisor, one will be scheduled for you.

Q: How do I change my Course Requests?

A: You have 5 opportunities to select or change your courses: 1) when Advisors meet with students for course selection (sophomores in October, freshmen in November, 8th graders in December, and juniors in February); 2) when Course Verification #1 is sent home with students in March; 3) when Course Verification #2 is sent home with students in April; 4) when Course Verification #3 is mailed home in June or July and during "Meet you Advisor Week" the week before school starts; and 5) *if you are in the wrong level of a class or have another emergent need*, you will have one last opportunity to request a schedule change during first week of school. Listen to announcements for details. **Please do not request a schedule change outside this process.**

Q: What do I do if I am struggling with concepts in class?

A: Students may attend morning or after school tutorials in the library. The library opens at 6:30am and closes at 6:30pm. Students may also schedule time with their individual teachers to attend their classroom tutorials.

Q: What is the procedure for addressing other difficulties in class?

A: Parents should always contact their student's teacher FIRST to address any challenges. If a solution is not reached, parents should then contact their student's academic advisor.

Q: Who do I contact about questions concerning IB diploma requirements, registration or other questions about IB exams?

A: Email IB diploma-related questions to Ms. Robin Bissell at rbissell@houstonisd.org

Q: Who do I contact about the IB middle years project?

A: Email Middle Years Project-related questions to Mr. Dennis Gillespie at dgilles1@houstonisd.org

Q: Who do I contact about my business Magnet transfer and requirements?

A: Email Magnet transfer-related questions to Ms. Casey Titus at ctitus@houstonisd.org

Q: Who do I contact about my CATE or other transfer and requirements?

A: Email CATE transfer-related questions to Mr. David Munoz at dmunoz@houstonisd.org

Q: Where do I find my teacher's email address?

A: The email address for all faculty and staff is located on the Lamar homepage under the "faculty & staff" link near the top of the page. Simply click on that link, select the faculty member you need and click on their name. Their email address will be located on the subsequent page.

Q: How can I recover lost credits?

A: Lost credits can be recovered via summer school or Grad Lab. Email your academic advisor for details.

Q: When can I register for SS?

A: Summer school registration begins in mid-late April. Please listen for announcements concerning registration dates as they vary from year to year.

Q: How do I register for SS?

A: Academic advisors will complete a summer school registration form for your student. Students may then pick up the completed form from the advisor's office once registration begins.

Q: How much does SS cost?

A: HISD establishes the cost for summer school each year. If your student lost credit for a course, summer school is free. If your student wants to take summer school courses to get ahead, they will pay the HISD cost for summer school. HISD costs vary from year to year so students are given the cost once HISD publishes it for the summer they wish to attend summer school.

Q: How many classes can I take in SS?

A: Students may only earn two **SEMESTERS** of credit during summer school. The semesters do not have to be for the same class. **For example**, a student may take Algebra 1A and Chemistry B or Chemistry A and Chemistry B, but only two semesters may be earned during the summer session.

Q: Can I change my teachers?

A: Requests for teacher changes are not granted.