



HS Scheduling 101

School Year 2021 - 2022

GRADUATION REQUIREMENTS

Graduation Requirements



<i>Minimum Requirements</i>	
At a minimum, each student is required to successfully complete the following:	
English	4 Credits
Mathematics	3 Credits
Science	3 Credits
Social Studies	3 Credits
Physical Education	1 Credit (.25 per year)
Health	1 Credit (.5 in 9 th and 10 th grades)
Arts & Humanities Electives	3 Credits
Electives	9 (7 required starting with class of 2023)
Advisory	1 Credit (.25 per year)
26 Credits are required for graduation beginning with the Class of 2023	
28 Credits are required for graduation for Classes 2020, 2021 & 2022	



Students are responsible for knowing graduation requirements and where they stand. School counselors are available for assistance.

What to consider when scheduling?

- Abilities & Interests
- College Admission Requirements
- Potential Career/Major
- Teacher Recommendations
- PSAT/SAT/ACT exams
- Extracurricular Activities & Work
- Athletic Commitments

Do you meet Prerequisites?

Grading Scale

	Grade	Standard Quality Point Average*	Honors & CiHS Courses	Advanced Placement
97-100%	A+	4.5	5.0	5.5
93-96%	A	4.25	4.75	5.25
90-92%	A-	4.0	4.5	5.0
87-89%	B+	3.5	4.0	4.5
83-86%	B	3.25	3.75	4.25
80-82%	B-	3.0	3.5	4.0
77-79%	C+	2.5	3.0	3.5
73-76%	C	2.25	2.75	3.25
70-72%	C-	2.0	2.5	3.0
67-69%	D+	1.5	2.0	2.5
63-66%	D	1.25	1.75	2.25
60-62%	D-	1.0	1.5	2.0
59% & below	F	0	0	0

*Advanced and Standard Courses are on the Standard Quality Point Scale

NEW COURSES

Culinary Arts & Food Science (Foods 3)

Intro to Interior Design

Intro to Screenplay Writing

Sports & Entertainment Marketing

Ceramics 2

Ceramics 3

Drawing 2

Drawing 3

Painting 2

Painting 3

STUDY HALLS

- Students are permitted to request one Academic Study Hall “course” (no credit)
- Study halls are **one semester** in duration
- Students must also request a semester elective/course to take during the opposite semester.
- Students will have study halls scheduled opposite phys ed and science labs

SCHEDULING PROCEDURE

- Refer to the [*Program of Studies* \(online\)](#) for course descriptions and prerequisite info.
- Students will enter their requests via Infinite Campus portal **February 8 - 19**
- **Print Summary by February 19**
- **Have summary signed by parent/guardian**
- ALL students must return signed course request sheets to their English teacher by **February 22**
- ***CV Cyber Students should scan or pdf the summary and email it directly to your school counselor***
- Deadline for changes to requests: **April 9, 2021**

INFINITE CAMPUS PORTAL

Select Enrollment

1. After logging in to Campus Student/Campus Parent, select **More** from the Index. Then select **Course Registration**. A list of Course Registration Enrollments displays.
2. Select the desired enrollment. This is usually the next school year's enrollment (if the current school year is 2018-19 High School and you are currently in Grade 10, the next school year's enrollment is 2019-20 High School where you will be requesting courses for Grade 11).

The screenshot displays the Infinite Campus Portal interface. On the left is a dark sidebar with a menu. The 'More' option at the bottom of this menu is highlighted with a yellow arrow. The main content area shows a 'More' dropdown menu with several options: Address Information, Behavior, Course Registration (highlighted with a red rectangle), Demographics, Family Information, Health, Lockers, Meal Benefits, and Transportation. A red arrow points from the 'Course Registration' option to a pop-up window. The pop-up window has a 'Back' button and a title 'Course Registration Enrollments'. Below the title, it lists '2019-20 High School' with a right-pointing arrow. To the right of the pop-up, there is a yellow box with the text 'SELECT 2021 - 22' in red, with a red arrow pointing from it to the '2019-20 High School' option in the pop-up.

Student ▾

Today

Weekly Overview

Assignments

Grades

Grade Book Updates

Attendance

Schedule

Reports

Academic Plan

Responsive Schedule

Discussions

Message Center

More

More

Address Information >

Behavior >

Course Registration >

Demographics >

Family Information

Health

Lockers

Meal Benefits

Transportation >

< Back

Course Registration Enrollments

2019-20 High School >

SELECT 2021 - 22

Course Request Instructions

High School Teachers will have entered core academic course requests before the student portal opens. Health 9/10 and Lunch requests will be entered by School Counselors.

All students are required to request **3 Electives**, **Phys Ed/Dance**, and **3 Alternatives**.

Seniors in good standing will have space for additional Electives.

4 Core Classes (entered by teachers)

Elective: 1.

Elective: 2.

Elective: 3.

Physical Education or Dance:

Alternate Elective:

Alternate Elective:

Alternate Elective:

Lunch (entered by counselors)

**You must add 3 alternates
in case of conflict or course
cancellation**

Course #	Course Title
	English:
	Social Studies:
	Math :
	Science:
	Physical Education or Dance:
	Elective:
	Elective:
	Elective:
	Alternate Elective:
	Alternate Elective:
	Alternate Elective :
0101/0102	Lunch

INFINITE CAMPUS PORTAL

Required, Requested and Alternate Courses

- Courses that your counselor added display as **Required**. Changes to these requests cannot be made (but you can discuss these choices with your counselor).
- Courses you requested display as **Requests**. These requests can be modified (changed to alternates, removed, etc.)
- Courses you requested as alternates display as **Alternates**. These requests can be modified (changed to requests, removed, etc.)
- Change a course request to an alternate by selecting it from your list of courses and clicking the **Convert to Alternate** button,
- Delete a request by clicking the red X from the Search Results or by selecting the course and clicking **Delete Request**.

When your counselor begins adding courses to student schedules, requested courses and required courses are given a higher priority for placement on your schedule. Alternate course requests are placed when the requested or required courses cannot be placed.

When requesting courses, remember the high school has 9 periods. No more, no less.

4 Core classes (4 periods)

Phys Ed/Health (1 period)

3 Electives (3 periods)*

Lunch (1 period)

9 periods = full HS schedule



***Elective*:** You choose the class to meet graduation credits!

Course #	Course Title
	English: 1
	Social Studies: 2
	Math : 3
	Science: 4
	Physical Education or Dance: 5
	Elective: 6
	Elective: 7
	Elective: 8
	Alternate Elective:
	Alternate Elective:
	Alternate Elective:
0101/0102	Lunch 9

Request Courses

1. Click the **Add Course** button. A list of courses available for selection displays.
2. Begin typing the name of the course in the **Search** field. Matching results display below the search field.
3. Select the desired **Course**. Information about that course (how many units and a description of the course) displays.
4. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button. This adds the course as an alternate course in case you cannot be scheduled into other courses.
5. Return to the Add Course screen by clicking **Back**.

Repeat these steps until you have a complete or near complete schedule.

PRINT SUMMARY



REVIEW, PRINT, PARENT SIGNATURE

Review Course Requests

When finished requesting courses, review the requests you have made and make adjustments as needed.

If you are satisfied with your requests, click the **Print** button. This generates a PDF of your required and requested courses.

← Back

33% complete Units: 24/72

Course Requests

COURSE NAME	UNITS
REQUIRED	
Advisory 0000	4
PSEO (Sem 1) 0091	2
Spanish Immersion 11 I 8054	2
Spanish Immersion 11 II 8055	2
Modern Chemistry 3701	2
Principles of Chemistry 3705	2
Algebra II 1 4010	2
Algebra II 2 4011	2
REQUESTS	
AP English 11 I 1844	2
AP English 11 II 1845	2
AP U.S. History I 2800	2
ALTERNATES	
A School Study 0940	2
AP Chemistry 3741	2

Add Course Print

Student, Tiffany
Student Number: 6600
Grade: 11

Requested Courses:

0000 Advisory
4010 Algebra II 1
4011 Algebra II 2
1844 AP English 11 I
1845 AP English 11 II
2800 AP U.S. History I
3701 Modern Chemistry
3705 Principles of Chemistry
0091 PSEO (Sem 1)
8054 Spanish Immersion 11 I
8055 Spanish Immersion 11 II

Alternate Courses:

0940 A School Study
3741 AP Chemistry

Courses with program priority displayed in bold.

Parent/Guardian Signature _____ Date _____

PRINT SUMMARY

PARENT MUST SIGN

Completed Course Requests, Printed View

Recap of the Steps

1. Review choices with your current teachers about which core classes you should take next year. Teachers will add these to your Infinite Campus requests list. You will not be able to change courses entered by teachers/counselors.
2. Add your elective choices while the portal is open (and PE choice for 11th and 12th graders). Make sure your requests will equal nine total periods of classes (lunch is one of those 9 periods)
3. Choose **3 *alternate electives*** you are willing to take IF there are conflicts or course cancellations!
4. Print your course requests summary before the portal closes. Discuss them with your parents/guardians and have them sign. Return to English teacher ASAP.

CONTACT US @...

CV SCHOOL COUNSELORS

- Lesley Kunkel (Last names A - F)
412-429-2268 lkunkel@cvsd.net
- Leah O'Malley (Last names G - N)
412-429-2629 lomalley@cvsd.net
- Danyelle Boyd (Last names O - Z)
412-429-2271 dboyd@cvsd.net

<https://hs.cvsd.net/services/school-counselors>