

CHS Course Registration Instructions and FAQ



Using ONLY **Internet Explorer**, go to the CHS website. Any other browser (Edge, Firefox, Safari, Chrome) WILL NOT work. You must also have the most updated JAVA installed.

Hover over "Parents & Students" then click "Counseling Center"

The screenshot shows the top navigation bar of the Clearfield High School website. The 'Parents & Students' tab is selected and underlined. A dropdown menu is visible, listing various resources. The 'Counseling Center' link is circled in red. Other links in the menu include Bell Schedules, Microsoft Student Advantage Plan, CTE Career and Technical Education, Falcon Focus, 2018-2019 Registration, New Student Registration, Parent & Student Resources, School Calendar, School Lunch Schedule, Student Resources, and Scholarship Database.

Click "Course Requests"

The screenshot shows the 'Counseling Center' page on the CHS website. The left sidebar contains a 'Parents & Students' menu with 'Course Requests' circled in red. The main content area features the 'Counseling Center' title, contact information (Phone: (801) 402-8207, Fax: (801) 402-8274), a welcome message, and three staff members: Mr. Zumbrun (A-Co), Mrs. Bingham (Cr-Hi), and Mrs. Mencias (Ho-Mi), each with a portrait and email address.

CHS Course Registration Instructions and FAQ

Click "Online Course Requests"

The screenshot shows the CHS website navigation menu on the left with the following items: Bell Schedules, Microsoft Student Advantage Plan, Counseling Center (expanded), ACT, College Credit, Class Schedule Changes, Course Requests, Credit Options, Graduation Requirements, and Internships. The main content area is titled "Welcome Falcons and Future Falcons" and contains the following text: "Course requests will OPEN the evening of Falcon Preview, Feb. 3rd. Internet Explorer and Java are required to access the online course request system. If this is an issue, school computers will be available during Parent Teacher Conferences on February 10th or you can contact your CHS school counselor directly." "Current and Projected Clearfield High Students will be able to request courses for the 2020-2021 school year ONLINE using their Student ID and PIN information." "Course lists are available below. Just select the grade level you want to select courses for and you'll see CORE courses and recommended courses. To finish course selections, be sure to check out the electives list as well." "If you have questions regarding a certain class, you can look through our course catalog for more information (tip: you can search the catalog using the Ctrl F function)." "Please review the instructions and FAQ link below BEFORE accessing the Online Course Request link." Below this text are three links: "Instructions and FAQ", "Online Course Requests (Internet Explorer and Java required)", and "Course Lists". The "Online Course Requests" link is circled in red.

Enter your student ID (lunch number) and student PIN in the appropriate login space. Your PIN used to be your numeric password for computers. If you can't locate it, contact your **current** school counselor.

The screenshot shows a browser window titled "Student Registration System" with a "Security Warning" message. The message reads: "You are about to view personal information. Your information will be protected by encryption as it travels across the web. To continue to protect the privacy of your information you should completely exit your browser before you leave your computer. If you do not exit completely, the browser's caching capabilities may enable the next person using your computer to view your personal information." Below the warning is a "Login" section with two input fields: "Student ID:" and "Student PIN:". To the right of each field are "Login" and "Reset" buttons. Below the "Student PIN:" field is an "Exit" button. On the left side of the login area is a blue banner with the Davis School District logo and the text "ENCORE REGISTRATION".

Make sure YOUR NAME appears at the top left and CLEARFIELD HIGH SCHOOL is listed.

The screenshot shows the "Secondary Course Requests" form. At the top left, there is a search bar and a list of icons. Below the search bar are two input fields: "Student Name" and "Student Id", both of which are circled in red. To the right of these fields are "Grade Level" and "Graduation Year" dropdown menus. On the far right, there is a button labeled "Course Requests for CLEARFIELD HIGH SCHOOL", which is also circled in red.

CHS Course Registration Instructions and FAQ

Some classes are **pre-selected** for you
You will choose the rest

Student Registration System

Action Edit Query Block Record Field Help Window

Secondary Course Requests

Registration Group: 11TH GRADE

SLC: _____

Category: **MATHEMATICS**

Course	Name	Core	Units
8500	ACCOUNTING 1	TE	.5
5310	AP CALCULUS AB	MA	1
5320	AP CALCULUS BC	MA	1
5330	AP STATISTICS	MA	1
5315	CALCULUS LAB (AB)	CE	1
5315	CALCULUS LAB (BC)	CE	1
5250	CE COLLEGE ALG 1050	MA	.5
5245	CE MATH 1010	MA	.5
5340	IBSL MATH STUDIES 1	MA	1
5460	MATH. DECISION MAKING FOR LI	MA	1
5450	MODERN MATHEMATICS (SEC. 3	MA	1
5150	SECOND MATH III	MA	1
5151	SECOND MATH III HONORS	MA	1

* Math Recommendation

Semester 1			Semester 2		
Course	Name	Units	Course	Name	Units
6250	US HISTORY 2	1	6250	US HISTORY 2	1
4110	ENGLISH 11	1	4110	ENGLISH 11	1

Required: 8 Total: 2

Alternates		
Course	Name	Units

Required: 4 Total: _____

Buttons: Transcript, Graduation Summary, SEOP/CCR Plan, Description, Submit, Print, Dismiss

First: Select a category on the left
Next: Choose the appropriate course name
Once you click on the course you want, it will highlight in blue
Then: click the + button.

A full year class will fill **BOTH** sides
A semester class will fill **ONE** side

To add a class to 2nd Semester **ONLY** click the + button next to **2nd Semester**

If you add the wrong class, **DON'T WORRY**
Just **HIGHLIGHT** the class you **DON'T** want and press the - button next to the appropriate semester

Continue this process until you have added all your courses

******* You can replace CORE classes for advanced/alternative CORE classes, HOWEVER, be SURE you have REQUESTS for ALL REQUIRED CORE CLASSES (English, Math, Science, and Social Studies).**

CHS Course Registration Instructions and FAQ

Once you have 8 courses on both semesters and 4 alternatives, you'll be able to SUBMIT.

The screenshot shows the 'Secondary Course Requests' window in the Student Registration System. The interface includes a menu bar (Action, Edit, Query, Block, Record, Field, Help, Window), a toolbar with navigation icons, and a search field. The 'Registration Group' is set to '11TH GRADE' and 'SLC'. The main area is divided into three sections: Semester 1, Semester 2, and Alternates. Each section has a table of course requests with columns for Course, Name, and Units. The 'Total' units for each section are displayed at the bottom of the table, with the 'Total 8' values circled in red. The 'Submit' button at the bottom is also circled in red.

Category	Course	Name	Core Units
ACT PREP	2660	ACT PREP	CE .5
AEROSPACE/JROTC			
AGRICULTURE			
AUTOMOTIVE SERVICE TECH			
BUSINESS			
CHEERLEADING			
DANCE			
DEBATE			
DIGITAL STUDIES			
DRIVERS ED			
ENGINEERING			
ENGLISH			
FAMILY & CONSUMER SCIEN			
FINE ARTS (PERFORMING)			
FINE ARTS (VISUAL)			
FOREIGN LANGUAGES			
GENERAL FINANCIAL LITERA			
HEALTH			
INFORMATION TECHNOLOGY			
INTERNATIONAL BACCALAU			

Semester 1		
Course	Name	Units
6250	US HISTORY 2	1
4110	ENGLISH 11	1
5245	CE MATH 1010	1
3620	CHEMISTRY	1
7720	LIFETIME ACT	1
8137	FLORICULTURE	1
4900	CHINESE 1	1
850	RELEASED TIME-SEMINARY	1

Semester 2		
Course	Name	Units
6250	US HISTORY 2	1
4110	ENGLISH 11	1
5250	CE COLLEGE ALG 1050	1
3620	CHEMISTRY	1
7795	YOGA	1
4900	CHINESE 1	1
850	RELEASED TIME-SEMINARY	1
7880	DR ED/D & AL	.5
2400	STUDY SKILLS FALCON PRIDE	.5

Alternates		
Course	Name	Units
8831	DIGITAL PHOTOGRAPHY	1
4255	THEATRE LEVEL 3 (BEGINNING)	1
8802	INTRO TO AUTO SERVICE -AUTO TECH 1	1

A red **SUBMITTED** will appear in the upper right of your screen

The screenshot shows a confirmation page titled 'Course Requests for CLEARFIELD HIGH SCHOOL'. The word 'SUBMITTED' is displayed in large, bold, red letters in the upper right corner. Below the title, there are two sections for 'Semester 1' and 'Semester 2', each with a plus and minus sign icon.

Registration Dates
OPENS February 3th
CLOSES February 14th

CHS Course Registration Instructions and FAQ

Frequently Asked Questions

- I don't know my student number or PIN. What do I do?
 - Your student number is typically your lunch number.
 - Your PIN used to be your numeric password when logging into school computers.
 - If you don't know this information, contact your CURRENT school counselor.
- I plan on coming to CHS on a variance, but I can't login. What do I do?
 - Your variance MUST be approved prior to completing online course registration. You may need to turn in a paper copy of your course requests and once your variance is approved, a CHS counselor will enter your requests from the paper copy. **MAKE SURE YOUR FULL NAME IS CLEARLY WRITTEN ON THE PAPER COPY.**
- Why are two classes listed when I only want Drivers Education?
 - Drivers Education is a TERM course. Another course will appear with it (ACT Prep Falcon Pride) and is also a TERM course. Both classes are required to complete a semester course.
- I can't find _____ class, what do I do?
 - Check another category or see below.
- I want to take _____ but it's not listed, why not?
 - Some classes are application or audition only and you will not be able to select those classes at this time (they can be added AFTER application or audition).
 - You've already taken/requested that class before.
 - The course is only available to juniors and/or seniors.
- Why can't I submit?
 - Double check that you have 8 classes each semester and 4 alternates. While there is only three spaces for alternates, you can still add another class to total 4 classes.