



CHARTIERS VALLEY

HIGH SCHOOL

Inspiring excellence.

HS Scheduling 101

School Year 2023 - 2024

Scheduling & Course Requests

Students should review the *Program of Studies* (online) for course descriptions and prerequisites.

- Students will enter their requests in Infinite Campus February 13 - 21.
- Print Summary by February 22.
- Summary must be signed by parent/guardian.
- Ask elective teachers for their initials as approval.

Scheduling & Course Requests

- *ALL students must return signed course request sheets to their English teacher by February 22.*
- *CV Cyber Academy students should request courses via Infinite Campus. Contact Mr. Hubert or your school counselor with any questions.*
- *Deadline for changes to requests: April 5, 2023.*
- *Requests for specific lunch periods or teachers are not accepted*

New Opportunities

If you enjoy hands on classes, consider exploring new courses in Tech Ed (AET)

- Woodshop, Metalshop, Robotics, Graphics, CAD...

If you are interested in Business & Entrepreneurship

- School Store & Brewmasters may be for you

All new course descriptions are available to view in the Program of Studies (online)


What to Consider

- Abilities & Interests
- Teacher Recommendations
- College Admission Requirements
- Potential College Major

- PSAT/SAT/ACT Exams
- Career Exploration
- Extracurricular Activities
- Athletic Commitments
- Work Schedule

HS Grading Scale

Do you meet % Prerequisites



	Grade	Standard Quality Point Average*	Honors Courses	CiHS & 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

Graduation Requirements

Minimum Requirements

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	7 Credits
Advisory	1 Credit (.25 per year)
26 Credits (minimum) are required for graduation, beginning with the Class of 2023	

**Computer Science courses, with the exception of Cybercrime & Digital Forensics and Game Design Triad, may count as a math or science credit .

Students are responsible for knowing promotion and graduation requirements. School counselors are available for assistance.

STUDY HALL

- Students are permitted to request one Academic Study Hall as a “course” (no credit).
- Study halls are *one semester* in duration.
- Students should request a semester elective course to take during the opposite semester.
- Students will have study halls scheduled opposite junior/senior 2 day PE (Lifetime Activities) and Science labs.

Physical Education/Dance

- 9th & 10th graders are required to take one semester of both Phys Ed and Health.
- PE/Health are 5 day courses unless you have a Chem Lab in 10th grade. Those students have 4 days PE/Health.
- Students may opt to take Dance in lieu of Phys Ed.
- Dance is an intensive 5 day per week/full year course.
- 11th & 12th graders will have study halls scheduled opposite 2 day/full year PE (Lifetime Activities) and Science labs.

Parkway Career & Technical Center

Parkway West CTC offers trade and technical courses that are not available at the high school and students may attend Parkway programs beginning in 9th grade. Chartiers Valley High School students attend Parkway for a half-day and then return for half day at CVHS. Parkway will take the place of all three electives.

- Parkway West CTC Video
- Parkway West CTC Website

<u>Parkway West Career & Technical Center</u>					
9113 9313	Auto Body Repair	9161 9361	Culinary Arts	9185 9385	Public Safety Technology
9119 9319	Automotive Technology	9190 9389	Graphic Arts & Production Technology	9375 9376	Sports Medicine and Rehabilitation Therapy Technology (SMARTT)
9137 9337	Construction Technology Cluster	9173 9373	Health Occupations Technology	9193 9402	Veterinary Assistant Technology
9143 9343	Cosmetology	9155 9355	Cyber Security & Networking Technology	9234	Principles of Technology
9238	Chemical Properties in Practice	9220	US History	9221	U.S. History II
9120 9320	Diesel Technology	9223	World History	9225 9224	Power MotorSports

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 image shows a screenshot of the Infinite Campus Student portal. On the left is a dark sidebar with a menu. The 'More' option at the bottom of the sidebar is highlighted with a yellow arrow. The main content area shows a 'More' menu with several options: Address Information, Behavior, Course Registration (highlighted with a red box), Demographics, Family Information, Health, Lockers, Meal Benefits, and Transportation. A modal window is open over the 'Course Registration' option, titled 'Course Registration Enrollments'. It has a '< Back' button at the top left and a list of enrollment options. The '2019-20 High School' option is highlighted with a red box, and a red arrow points from a yellow callout box to it. The callout box contains the text 'SELECT 2023 - 24' in red.

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 2023 - 24

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.**

School counselors are available to review the Program of Studies, online course request procedures, and distribute important scheduling information. Students are encouraged to take the most rigorous courses possible based on academic ability and their capacity to manage all aspects of life such as athletics, clubs and activities, and commitments outside of school.

Please review your child's course selections for the next academic year. Students are required to print & return their course request summary with a parent/guardian signature.

If you have questions about scheduling or need additional assistance, please contact your high school counselor. We look forward to working with students to reach their individual goals.

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

CONTACT US...



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