

Chartiers Valley High School Course Requests – Grade 9

Last Name) _____ First Name) _____

All high school students are scheduled for a full day schedule of 9 periods, including Physical Education, Health, and a Lunch period. **You are required to select three (3) alternate electives in case of a scheduling conflict of course cancellation.** Every effort is made to accommodate your elective requests, however there is no guarantee that you will receive that course.

For every one semester class selected, you must select an additional one semester class to fill your schedule. Be sure you meet the required prerequisites for your course selections.

Course #	Course Title	Teacher's Signature
	English:	1)
	Social Studies:	2)
	Math:	3)
	Science:	4)
	Elective:	5)
	Elective:	6)
	Elective:	7)
	<i>Alternate:</i>	
	<i>Alternate:</i>	
	<i>Alternate:</i>	
8032 / 8025	Phys Ed / Health 9	8) Already entered for you
0101 / 0102	Lunch Semester 1 / Semester 2	9) Already entered for you

I understand the procedures regarding course scheduling - detailed in the Program of Studies (online)

Student Signature

Date

Parent Signature

Date

*** Changes to course requests - deadline: April 5, 2023***

Course Registration – Student Course Requests

1. **Login to Infinite Campus** - this brings the student to the main portal page.
2. Click the **Course Registration** option from the navigation pane on the LEFT of the screen.
3. Required courses that have been established and already inputted by teachers/HS school counselors will be listed in the **Required Courses** list. Students cannot change any required courses listed for them. Please see your school counselor with questions or concerns regarding required courses.
4. Notify your school counselor if you will be taking *Dance in lieu of Phys Ed 9-10*.
5. 8th grade students will enter their Core classes, Electives, and are required to select (3) *Alternate Courses (courses on the front of this worksheet)*

Requesting Courses

1. Click the **Course Search** link. A search screen will appear.
2. Courses can be searched by the course name or by the course number.
Example: **Course Name** (Algebra 1) or **Course Number** (2122)
3. Click the **Go** button. Matching course names will appear to the right.
4. Click on any course listed to view the course description.
5. To request this course as part of the schedule for next year, click the **Request as Elective** button.
6. Students are required to select 3 alternates. Select those courses as **Alternates** button
7. When finished requesting courses, click the **Print Request Summary** option to print a report of the courses that were requested. *Please also save your summary to your computer as a PDF.*
8. **ALL core classes** require a teacher signature. **Electives** requiring a teacher signature (see prerequisites) will need that subject area teacher signature.
9. **Parent/Guardian sign and date the printed request summary.**
10. **Submit this worksheet and printed request summary to MS English Teacher.**

If you select Parkway, it will fill ALL 3 elective periods during the school day. Freshman also take US History at Parkway. Students attend the morning session and remain at Parkway for the entire school year. Students should indicate their 1st & 2nd choice on their course selection worksheet.*

If sharing a computer to enter course requests: To prevent other users from accessing the portal and changing requested courses, click the **Log Off** to end the session.