

Chartiers Valley High School Course Selection

Teachers and students will enter course requests using the Infinite Campus Portal Course Registration. Course requests made by both you and your teachers should fill **9 periods (including lunch)**.

*You must enter elective requests and three (3) alternate electives in case of a scheduling conflict or course cancellation. For every one semester class that you choose you must select an additional one semester class. Be sure you meet the *required prerequisites* for course requests and graduation (see Program of Studies).*

Course Request Summary must be printed and signed by a parent/guardian before the portal closes.

Student Portal Open: February 13 - 21

Signed Course Request Summary due to English Teacher by: February 23

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:

Elective:

Elective:

Physical Education or Dance:

Alternate Elective:

Alternate Elective:

Alternate Elective :

Lunch (entered by counselors)

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

***PARKWAY STUDENTS* - Your Parkway program will be entered for you**

Changes to requests are due by April 5, 2023

Course Registration – Student Course Requests

Log In - Infinite Campus

1. From the login screen, enter your student Username and Password that has been assigned. Username is Student/Cafe # and Password format is first initial, last initial, date of birth. Example: username: 12345 password: aa010197
2. Click the Login button. This will bring the student to the main portal page where district and school notices will be listed.
3. Click the **Course Registration** option from the navigation pane on the left of the screen.
4. Any required courses that have been established and already inputted by teachers or 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.
5. Students will request Elective Courses, Physical Education, and will be required to select (3) *Alternate Courses*.

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. Enter either the **Course Name** (i.e., Psychology) or **Course Number** (i.e., 4405).
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. Courses can also be requested as **Alternates**. Students are required to select 3 alternates. An alternate course would be placed on the schedule if other electives were full.
6. Select Physical Education course (*Lifetime, Adventure, and/or Dance option*) and click Request as Elective button.
7. When finished requesting courses, click the **Print Request Summary** option to **print** a report of the courses that were requested. *Then Log Off*.
8. **Electives** requiring a teacher signature (see prerequisites) will need the teacher signature included on the printed course request summary. See teacher for completion.
9. **Finally, a Parent/Guardian must sign and date the printed request summary.**