

January 2025

Dear Students, Parents, and/or Guardians of Current Holicong 9th Graders – CB East Class of 2028,

Please use this letter and information as the overview for Program Planning for 9th graders. The information below includes important dates and access to resources meant to help guide and support you and your students as they start the transition to 10th grade at CB East High School.

Students will receive program planning information & resources during the **first two weeks of January**. The Student Services Counseling team has created a website on the Holicong Student Services Page for our students and parents that includes all the resources you will need, including the Program of Studies, student presentation, and other information you will need – [9th Grade Program Planning Website](#). Please use this resource to learn about the courses available at the high school. Starting in the 3rd week of January 9th, Grade Students at Holicong will enter their course requests for the following year through the Parent Portal.

The Student Services Team from Holicong and Mr. Moustakas from CB East will be presenting to the students on **January 3rd during I&E**. It is essential that **ALL** students attend! During this presentation, graduation requirements and course registration deadlines will be explained. The student portal is available from **January 16^h – February 2nd**. This is the window when students can enter course selections into the system. students and parents can contact their counselor with any questions and concerns via telephone at (267) 893-2710 or email at mpierangeli@cbsd.org.

All course requests must be entered into the portal by **February 2nd**. Beginning **February 7th**, Holicong Counselors will review every student's schedule to ensure that the correct courses were selected and that they meet district requirements for graduation. In addition, we will hold dates throughout February for Students to meet with counselors either during lunch or I&E and have individual questions answered. Verification sheets will be available on the portal on **March 7th** to confirm all course requests. Students will be permitted to make changes to their course requests **until March 12th** by completing a Microsoft Form that will be sent in an email to all 9th grade caregivers. **Students will not be able to make changes to these requests after March 12th unless these changes meet the requirements set out in the district's Critical Course Change criteria (see Program of Studies).**

We are hopeful that this program information and the links provided allows more opportunity for students and parents to discuss course requests at home with time to read about the many classes offered at CB East. We would also ask that if you have any problems, do not hesitate to seek our assistance. We also strongly recommend that students check the 9th grade Canvas page for dates and announcements.

Program Planning Timeline 2025-2026 / Class of 2028	
Friday, Nov 15 th	MBIT Presentation to 9 th grade students by MBIT Counselor
Thursday, Nov 21 st	MBIT Open House and Information Session
Thursday, Jan 2 nd	High School Program of Studies posted on CBSD.ORG
Friday, Jan 3 rd	Program Planning Presentation during I&E – Student Services Team and Ms. Russo (CB East)
Thursday, Jan 9 th	CB East Curriculum Fair at 5:45 PM
Friday, Jan 10 th	Recommendation Day – Recommendations will be shared by teachers with student
Thursday, Jan 16 th	Parent Council Presentation for 9 th Grade Parents at 9:00 AM
Sunday, Feb 2 nd	Last day for 9 th grade students to enter classes into the Portal (complete by 11:59 PM)
Feb 3 rd – March 6 th	Holicong Counselors will review each student's schedule for completion and verification.
Friday, March 7 th	Verification sheets are available for parent review with electronic signatures. Request for changes must be submitted on the Microsoft Form link attached to the Student Services email
Wednesday, March 12 th	Verifications in Portal due to Holicong. No changes can be made after this date.

INSTRUCTIONS FOR ONLINE STUDENT COURSE REGISTRATION

- LOGIN - Login at <https://centralbuckspa.infinitecampus.org/campus/portal/cbsd.jsp>. Use student's school email address to log in.
- PASSWORD - FOR CURRENT STUDENTS - Students should use their current email password.
- Note: Students can request password resets through the district website on the Student Resources page.
- Once you Log into the Student Portal:
 - Campus Student > More > Course Registration
- Enter desired course by number or course name (found in Program of Studies or on course request card) to filter to the course you are interested in. Course name and number will appear with any prerequisite courses and number of units (see explanation of UNITS below). Course descriptions are available by clicking on this request.
- If desired as requested course, click on Add Request. If desired as an alternate course, click on Alternate Request.
- Course will be entered under REQUESTED COURSE heading and units will be totaled.
- Return to the Add Course screen by clicking Back.
- Students should continue selecting REQUESTED COURSES until units are full (32) and the progress bar at the top reaches 100%.
 - A complete schedule (100%, top number is the same as bottom number) is green.
 - A schedule that is between 67% and 99% completed is yellow.
 - A schedule that is between 34% and 66% completed is orange.
 - A schedule that is between 0% and 33% completed is red.
- Students should also select three to six courses as ALTERNATES.
- If you decide to remove a course from your list, click on that course in the REQUESTED list. The course title will appear with an option to DROP THIS COURSE.
- All entries will be saved and students can review requests at any time during the period the online portal is available (January 16th to February 4th).
- If desired, a printed copy of the selected course list is available by clicking on PRINT REQUEST.
- The number of UNITS will continue to be added until the requests have totaled 32. After that the only option students will have to add courses is under the ALTERNATE list. If a student wants to move a course from ALTERNATE to REQUESTED, this can be done by deleting a course and adding another on to the REQUESTED list.