

January 2023

Dear Students, Parents, and/or Guardians of Current Holicong 9<sup>th</sup> Graders – CB East Class of 2026,

Please use this letter and information as the overview for Program Planning for 9<sup>th</sup> 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 10<sup>th</sup> 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 – [9<sup>th</sup> Grade Program Planning Website](#). Please use this resource to learn about the courses available at the high school. Starting in the 3<sup>rd</sup> week of January 9<sup>th</sup>, Grade Students at Holicong will enter their course requests for the following year through the Parent Portal.

Mr. Striano from Holicong and Mr. Moustakas from CB East will be presenting to the students on **January 3<sup>rd</sup> 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 13<sup>th</sup> – February 5<sup>th</sup>**. 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 [gstriano@cbsd.org](mailto:gstriano@cbsd.org).

All course requests must be entered into the portal by **February 5<sup>th</sup>**. Beginning **February 6<sup>th</sup>**, CB East 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 17<sup>th</sup>** to confirm all course requests. Students will be permitted to make changes to their course requests **until March 22<sup>nd</sup>** by completing a Microsoft Form that will be sent in an email to all 9<sup>th</sup> grade caregivers. **Students will not be able to make changes to these requests after March 22<sup>nd</sup> 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 9<sup>th</sup> grade Canvas page for dates and announcements.

<b>Friday, November 18<sup>th</sup></b>	MBIT (Middle Bucks Institute of Technology) Presentation to 9 <sup>th</sup> Grade Students by Laurinda Hellwig – MBIT School Counselor
<b>Thursday, December 1<sup>st</sup></b>	MBIT Open House and Information Session
<b>Monday, January 2<sup>nd</sup></b>	Program of Studies for Rising 10 <sup>th</sup> graders Available online CBSD.org
<b>Tuesday, January 3<sup>rd</sup></b>	9 <sup>th</sup> grade Program Planning Assembly during I&E – Mr. Striano (Holicong) & Mr. Moustakas (CB East)
<b>Thursday, January 5<sup>th</sup></b>	Curriculum Fair from CB East (see letter from Dr. Watters and Mr. Rubenstein)
<b>Friday, January 6<sup>th</sup></b>	<b>Recommendation Day - Recommendations</b> will be shared by teachers with students
<b>Friday, January 13<sup>th</sup></b>	Portal opens for students to begin input to course requests from home
<b>Thursday, January 19<sup>th</sup></b>	Parent Council Presentation for 9 <sup>th</sup> Grade Parents at 9 am & 6 pm
<b>Sunday, February 5<sup>th</sup></b>	Last day for 9 <sup>th</sup> grade student to enter classes into the Portal (complete by 11:59PM)
<b>February 6<sup>th</sup> - March 15<sup>th</sup></b>	CB East Counselors will review each student schedule for completion and verification
<b>Friday March 17<sup>th</sup></b>	Verification sheets are available for parent review with electronic signature. Requests for changes must be submitted on Microsoft Form in link attached to Student Services email.
<b>Wednesday March 22<sup>nd</sup></b>	Verifications in Portal due to Holicong. <b>No Changes can be made after this date.</b>

## INSTRUCTIONS FOR ONLINE STUDENT COURSE REGISTRATION

- LOGIN - Login at <https://centralbucksba.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 website is available (January 10<sup>th</sup> to February 9<sup>th</sup>).
- 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 added 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.