The Central Bucks Schools will provide all students with the academic and problem-solving skills
essential for personal development, responsible citizenship, and life-long learning.

January 2023

Dear Parents and/or Guardians,

Beginning Friday January 6th through Sunday February 5th, 2023, all secondary students in the Central Bucks School District will be entering their course requests for the following year through the Parent Portal. The 2023-2024 Program of Studies will be posted online on January 2nd 2023, for you and your students to access. Additionally, the course selection sheet and scheduling worksheet will be helpful tools in this process.

School Counselors will be presenting to sophomores during their Social Studies (10th grade) courses and to juniors during their English (11th grade) courses covering both 1st and 2nd semester classes through February 7th. During these presentations the graduation requirements, college requirements and course registration deadlines will be explained. Students are free to register for courses prior to hearing the presentation and then make changes as needed via the portal or may wait until the presentation if they are unsure of the process. Watching videos of the course descriptions, may also help students make their course selection decisions. Videos can be viewed through this Course Descriptions link.

Course verification sheets will be posted on-line through the portal on Friday March 25th to confirm student course requests. Students will be permitted to make changes to their course requests until Thursday March 31th, 2023 by submitting this form Course Change Request 23-24 Through March 31 to their counselor.

Students will not be able to make changes to these requests after March 31st, unless it is due to a level change or failure to meet a prerequisite. After March 31st in order to request a change, students must submit this form Course Change Request 22-23 April 3rd and Later to their counselor.

We are hopeful that this program allows more opportunity for students and parents to discuss course requests at home with time to read about the many classes offered by the district. We would also ask that if you have any problems, do not hesitate to seek our assistance.

TIMELINE
January 6	Course registration available through portal
February 5	Course registration closes
March 24	Course verification sheets available on the parent portal
March 31	LAST DAY for course request changes

Class of 2024 Counselors
Mrs. Nancy Flanagan-Kelly (A-Le) nflanagankelly@cbsd.org
Mr. George Moustakas   (Lf-Z) gmoustak@cbsd.org

Class of 2025 Counselors
Ms. Lyn Russo   (A-Le)   mrusso@cbsd.org
Mrs. Tanya Barone-Durant (Lf-Z) tdurant@cbsd.org

Course Selection Instructions Infinite Campus

Course Registration allows students to enter requests for courses in the next academic year. This is just a course request process; it does not guarantee placement into a course.

Please follow these instructions to enter course requests into Infinite Campus/Student Portal.

1. After logging in to campus Student/Campus Parent, select **More** from the bottom of the Index on the left column.
2. Select **Course Registration**.
3. Select the **2023-24 High School Enrollment**.
4. Click the **Add Course** button. A list of courses available for selection displays.
5. Begin typing the name or number of the course in the **Search** field. Matching results display below the search field.
6. Select the desired **Course**. Information about that course (how many units and a description of the course) displays.
7. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button. **Students must enter at least 3 alternates.**
8. Return to the Add Course screen by clicking **Back** at the top of the screen.
9. Add new courses by clicking the blue **Add Course** button at the bottom of the page.

OR *For a faster way to request courses*:

1. Search for the course.
2. Click the blue plus sign on the left
3. In the popup message that displays, select **Request**, **Alternate** or **Cancel**.

When finished entering requests, review the requests list and make adjustments as needed. Changes can be made as long as the window for course requests is open.