

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 2025

Dear Parents and/or Guardians,

Beginning Friday January 3rd through Sunday February 2nd, 2025, all secondary students in the Central Bucks School District will be entering their course requests for the following year through the Parent Portal. The 2025-2026 [Program of Studies](#) will be posted online on January 2<sup>nd</sup> 2025, 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 (10<sup>th</sup> grade) courses and to juniors during their English (11<sup>th</sup> grade) courses covering both 1<sup>st</sup> and 2<sup>nd</sup> semester classes through February 2<sup>nd</sup>. 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 14<sup>th</sup> to confirm student course requests. Students will be permitted to make changes to their course requests until Thursday March 20<sup>th</sup>, 2025 by submitting this form [Course Change Request 25-26 Through March 20](#) to their counselor.

Students will not be able to make changes to these requests after March 21<sup>st</sup>, unless it is due to a level change or failure to meet a prerequisite. After March 21<sup>st</sup> in order to request a change, students must submit this form [Course Change Request 25-26 March 21 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 3	Course registration available through portal
February 2	Course registration closes
March 14	Course verification sheets available on the parent portal
March 21	LAST DAY for course request changes

[CB East Counseling Assignments](#)

## 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 **2025-26 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.**