

## CCA's Course Selection Process

The Parent and Student Portal will be open for Course Requests at 9:00am on Saturday, April 9th. The Portal will remain open until 3:00pm on Friday, April 22nd. Instructions are listed below:

### **CLASS REGISTRATION:**

Using the Class Registration page in PowerSchool Student and Parent portal, students and their parents can manage their course requests.

**\*We would like to highlight that students and parents CANNOT register for classes through the PowerSchool App.**

**\*\*You MUST go through the INTERNET portal at: [Powerschool.ccphilly.org](https://powerschool.ccphilly.org)\*\***

### **HOW TO REGISTER FOR CLASSES:**

Use the following procedure to request classes for the next year.

#### **How to Register for Classes:**

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.  
**Note:** A **Road** icon appears if a teacher has recommended the course. Click to view the recommending teacher. A **Note** icon appears if the course contains prerequisite notes. Click to view.

**\*If a course recommendation appears, that is the only course a student may register for in that section. You must select this course even if you choose to request a change of course.**

**All requests to change a course should be emailed to Dr. Eckert at: [ceckert@ccphilly.org](mailto:ceckert@ccphilly.org). Please use Request to Change a Course in the subject line.**

2. Click the **Pencil** icon to select courses from each area as instructed. The Course Request pop-up window appears.
3. Work within the Navigation Menu to select your class.
4. Click **Okay**. The Course Request pop-up window closes. A green checkmark appears in the area for which you selected courses.  
**Note:** An exclamation mark appears if courses need to be selected for an area.
5. Repeat Step 2 through Step 4 for each course request.
6. Click **Submit**. The [Scheduling Year] Course Requests page appears.

**DUAL ENROLLMENT:**

The portal will force a student to choose a course in order to complete and register course selections.

Students must choose the recommended course or the most appropriate course within each section even if they choose to opt out of it or have already taken it through Dual Enrollment.

Dual Enrollment will be handled through email. Once the Dual Enrollment course is approved, we will remove the "chosen" course or courses from the student's schedule. Please make sure you read all the information on the Dual Enrollment Form located on our website at: <https://forms.gle/4Ayw4dADsf12Znur7>

**VIEW COURSE REQUESTS:**

Use the following procedure to view any existing course requests.

1. On the start page, click **Class Registration** from the navigation menu. The Class Registration page appears.
2. Click **View course requests**. The [Scheduling Year] Course Requests page.

Please email any course selection questions to Dr. Eckert at [ceckert@ccphilly.org](mailto:ceckert@ccphilly.org).

**VIEW COURSE DESCRIPTIONS:**

Descriptions for each course can be viewed in our Curriculum Guide:

<https://cca.ccphilly.org/wp-content/uploads/Course-Selection-Guide-Jr-Sr-High-20-21-5-6-20.pdf>

**Glossary of Terms:**

**Prerequisites:** A prerequisite is that which is needed in order for a student to sign up for a specific class.

**Honors and AP Courses:** Honors and AP Courses have specific prerequisites. If a student does not meet the prerequisite requirements by the end of the 3<sup>rd</sup> quarter, they will not be able to take the course.

**Electives:** All electives are full year electives. On the course selection form, space for electives in order of preference is provided. This gives us additional options in case a course will not be offered, is already full, or is impossible to schedule. Most Electives Should Not Be Repeated. Courses that are offered 3 times or more per week are valued at 1 credit. Courses that are offered on a 1-2 times per week are valued at .5 credit.

**ALL COURSES OFFERED ARE SUBJECT TO CHANGE DEPENDING ON STAFFING AND SPACE.**