

THE SCHEDULING PROCESS FOR 2020-2021

Students will be using the Infinite Campus Portal to request their classes for the school year. The following time line is approximate and is dependent upon the projection of students in Infinite Campus for the school year.

Classroom Presentations by Counseling Staff mid-January through mid-Feb
Core Request Pre-Load mid-February
Elective Request and Core Confirmation Late-Feb through mid-March

Elective courses at Eastern High School have been organized to provide students with a concentration of courses within the following disciplines:

Business

- Business Management
- Consumer and Family Management
- High School of Business

Information Technology

- Cinematography and Video Production
- Computer Programming
- Graphic Design
- Information Support and Services
- Network Administration Security
- Web Development and Administration

JROTC (Army)

Instrumental Music

- Band
- Guitar
- Orchestra

Pan-African Studies

Performing Arts

Visual Arts

Vocal Music

Directions for Using Campus Portal to Request Classes for 2020-2021

For your reference, directions for using the Infinite Campus Portal to make your requests for the 2020-2021 school year are as follows:

- Go to JCPS home page www.jcpsky.net. Select "student" then "campus portal." Select "agree with user policy." Click on "See my student's profile." Log on using your user name and password.
- Select the "Registration 2020-2021" tab from the side panel.
- Notice which courses have already been entered for you. These requests will show under the "Required Courses" category. If you need to change any of these, you cannot change them on-line – but you should mark your changes in the table of the "scheduling worksheet" (available through your counselor).
- To add courses to your request list, click the "Course Search" tab.
- Enter part of the name of the course you're looking for. Use your Course Offerings Book to help you.
- Click the "Go" button.
- Courses that meet the search criteria will display on the screen. Select a course name to read more information about the course or you may refer to your Course Offerings Book for more information.
- Select the courses you wish to request.
- Click the "Request This Course" button to request a course. (You can also request the course as an alternate if you click the "Request this as an Alternate" button).
- Repeat until all requests are entered.
**You should have a total of 90 scheduling units including the ones already entered for you.
Just in case classes are full, you should also choose up to 4 alternate electives.**
- TURN IN A "Scheduling Worksheet" BY THE DEADLINE (TBA) TO STUDENT SERVICES.

IMPORTANT NOTE: Students should have their elective course requests (and alternates) entered in campus by the deadline date (TBA). ***If students do not have their requests entered, their counselor reserves the right to enter schedule requests for them.*** Students and parents will have AMPLE time to review their requests prior to end of the school year; therefore, students will not be able to make changes to their schedule once the school year has started.

