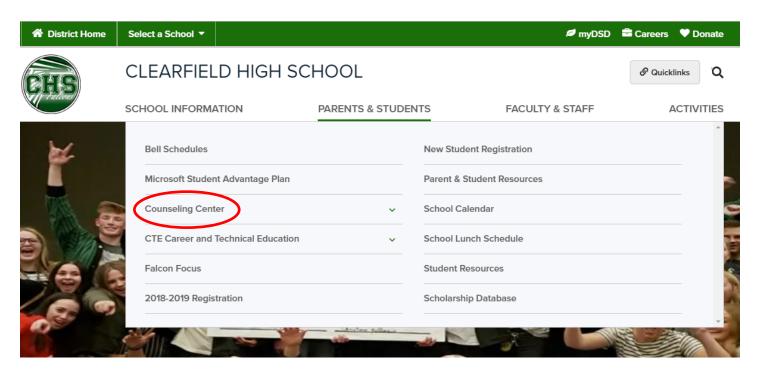
Using ONLY **Internet Explorer**, go to the CHS website. Any other browser (Edge, Firefox, Safari, Chrome) WILL NOT work. You must also have the most updated JAVA installed.

Hover over "Parents & Students" then click "Counseling Center"



Click "Course Requests"



SCHOOL INFORMATION

PARENTS & STUDENTS

FACULTY & STAFF

ACTIVITIES

Parents & Students Bell Schedules Microsoft Student Advantage Plan Counseling Center ACT College Credit Class Schedule Changes Course Requests Credit Options

Counseling Center

Phone: (801) 402-8207 Fax: (801) 402-8274

Welcome to Clearfield High! We are always excited to serve students and families. As a comprehensive guidance team, we follow the Utah State Board of Education guidelines of the Utah College and Career Readiness School Counseling Program. We support students with College and Career Readiness as we offer a variety of post-high school planning.



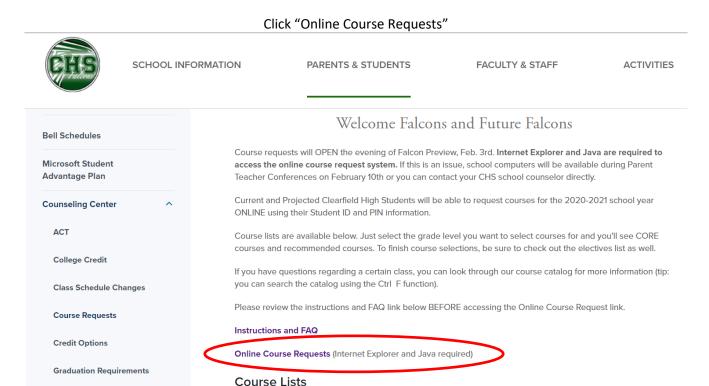
Mr. Zumbrun
A-Co
bizumbrun@dsdmail.net



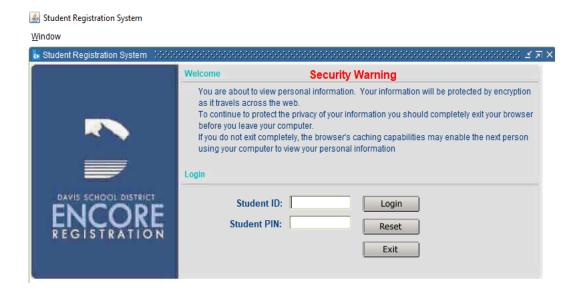
Mrs. Bingham Cr-Hi tebingham@dsdmail.net



Mrs. Mencias Ho-Mi lemencias@dsdmail.net



Enter your student ID (lunch number) and student PIN in the appropriate login space. Your PIN used to be your numeric password for computers. If you can't locate it, contact your **current** school counselor.



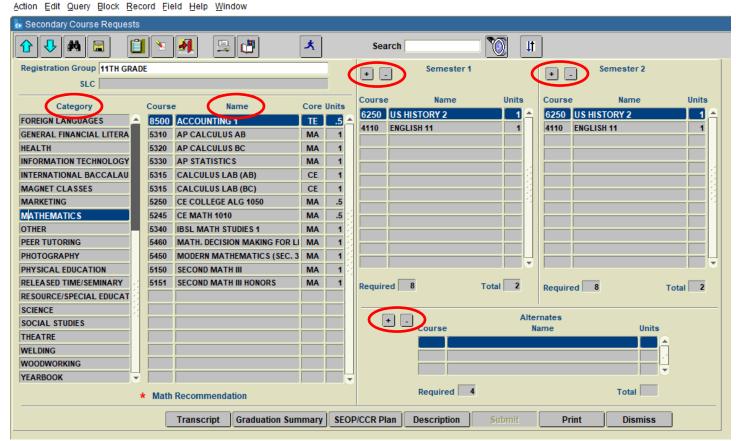
Make sure YOUR NAME appears at the top left and CLEARFIELD HIGH SCHOOL is listed.

Internships



Some classes are **pre-selected** for you You will choose the rest

Student Registration System



First: Select a category on the left

Next: Choose the appropriate course name

Once you click on the course you want, it will highlight in blue

Then: click the + button.

A full year class will fill **BOTH** sides A semester class will fill **ONE** side

To add a class to 2nd Semester **ONLY** click the + button next to **2nd Semester**

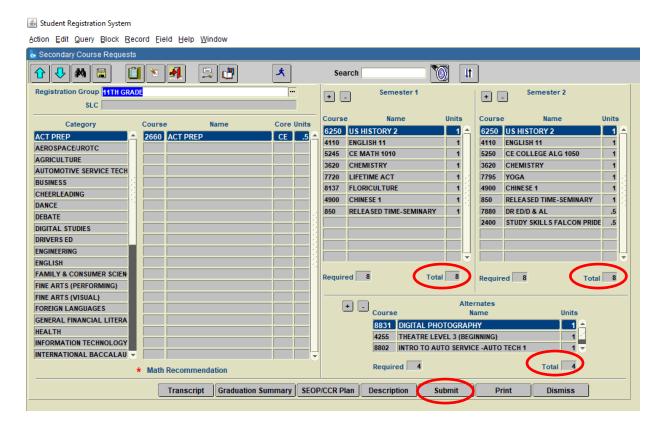
If you add the wrong class, DON'T WORRY

Just HIGHLIGHT the class you DON'T want and press the - button next to the appropriate semester

Continue this process until you have added all your courses

***** You can replace CORE classes for advanced/alternative CORE classes, HOWEVER, be SURE you have REQUESTS for ALL REQUIRED CORE CLASSES (English, Math, Science, and Social Studies).

Once you have 8 courses on both semesters and 4 alternatives, you'll be able to SUBMIT.



A red **SUBMITTED** will appear in the upper right of your screen



Registration Dates OPENS February 3th CLOSES February 14th

Frequently Asked Questions

- I don't know my student number or PIN. What do I do?
 - o Your student number is typically your lunch number.
 - Your PIN used to be your numeric password when logging into school computers.
 - o If you don't know this information, contact your CURRENT school counselor.
- I plan on coming to CHS on a variance, but I can't login. What do I do?
 - Your variance MUST be approved prior to completing online course registration. You may need to turn in a paper copy of your course requests and once your variance is approved, a CHS counselor will enter your requests from the paper copy. MAKE SURE YOUR FULL NAME IS CLEARLY WRITTEN ON THE PAPER COPY.
- Why are two classes listed when I only want Drivers Education?
 - Drivers Education is a TERM course. Another course will appear with it (ACT Prep Falcon Pride) and is also a TERM course. Both classes are required to complete a semester course.
- I can't find class, what do I do?
 - Check another category or see below.
- I want to take but it's not listed, why not?
 - Some classes are application or audition only and you will not be able to select those classes at this time (they can be added AFTER application or audition).
 - You've already taken/requested that class before.
 - The course is only available to juniors and/or seniors.
- Why can't I submit?
 - Double check that you have 8 classes each semester and 4 alternates. While there is only three spaces for alternates, you can still add another class to total 4 classes.