

# Campbell County High School

## Counseling Department

North Campus: 1000 Camel Drive Gillette, Wyoming 82716  
Phone: 307-686-1239 Fax: 307-682-4833



May 8, 2017

Attention Parents and CCHS Students:

We are excited to welcome you to Campbell County High School for the 2017-2018 school year.

**WHEN:** The registration window will be as follows for each class:

Seniors: May 15-16  
Sophomores: May 22-23

Juniors: May 17-18  
Freshmen: May 24-25

Each registration window will open at 6 pm.

**WHERE:** Students can complete the registration process at home or anywhere using any internet-friendly device (e.g. laptops, personal computers, smart phones, tablets). Sign in to the following website:

<https://cchsclasschoice.ccsd.k12.wy.us/>

- User ID is your student ID number (for example, 87654).
- Password is your birthdate in the following format: DD/MM/YYYY (as in 07/04/2000).

If you cannot access the internet for the scheduling process may come to Room 120 at North Campus on the first night of your respective registration window. Our counseling staff will be on hand to assist.

**HOW:** You will be able to schedule your classes and teachers on a first-come, first-served basis. Please see the enclosed page for detailed instructions. In the event you have open periods, please see your counselor to complete your schedule.

**WHAT ELSE:** Please keep in mind the following when finalizing your schedule:

1. You must have the same teacher for 1<sup>st</sup> and 2<sup>nd</sup> semester for any year-long course.
2. Make sure you select seven (7) classes each semester.
3. You cannot have more than one (1) PE class per semester (excluding Health).

The Counseling Office can be reached by calling (307) 686-1239 on school days between 7:30 am and 3:30 pm.

Respectfully,

Campbell County High School Counseling Office

The State of Wyoming provides Hathaway Merit and Need-Based Scholarships to all eligible Wyoming students attending the University of Wyoming or Wyoming community colleges.



### Counselors

A-G: Amy Christensen  
H-O: Tressa Horning  
P-Z: Rachel Barnhurst

# 2017-18 Class Choice Scheduling Instructions

**You will have two days to complete your schedule.**

*Class of 2018* (upcoming Seniors) – May 15-16

Counselors available at North Room 120, 6-7:30 pm, May 15<sup>th</sup>

*Class of 2019* (upcoming Juniors) – May 17-18

Counselors available at North Room 120, 6-7:30 pm, May 17<sup>th</sup>

*Class of 2020* (upcoming Sophomores) – May 22-23

Counselors available at North Room 120, 6-7:30 pm, May 22<sup>th</sup>

*Class of 2021* (upcoming Freshmen) – May 24-25

Counselors available at North Room 120, 6-7:30 pm, May 24<sup>th</sup>

1. **Login to Class Choice:** <http://cchsclasschoice.ccsd.k12.wy.us/>



User ID:   
Password:

User ID: Student ID #  
Password: Birthdate – MM/DD/YYYY  
(Example – 02/05/1999)

2. **Course selection steps:**

- Review your given schedule and consider any changes you might need.
- Schedule courses that are only offered once first.
  - Example: music, ag, art portfolio, AP courses, etc.
- Next, schedule core courses.
- To select a course, hover over the course number next to the course requests to determine your options for period and teacher.
- Click edit under the period you are choosing.
  - Select the course.
  - Verify the teacher.
- Make sure to schedule all seven periods for both semesters.

### Helpful hints

- For a year-long course, be sure to choose the same course and teacher.
- If a requested course is full, choose from your alternates.

### If you have trouble with selections:

- Go to the Campbell County High School website: [www.cchs.ccsd.k12.wy.us](http://www.cchs.ccsd.k12.wy.us)
- View the tutorial video by clicking on the tutorial link.
- See your counselor if you are unable to complete or have concerns with your schedule, or call (307) 686-1239.