**INSTRUCTIONS FOR ONLINE STUDENT COURSE REGISTRATION**

* LOGIN - Login at <https://centralbuckspa.infinitecampus.org/campus/portal/cbsd.jsp>.  Use student's school email address to log in.
* PASSWORD - FOR CURRENT STUDENTS - Students should use their current email password.
* Note: Students can request password resets through the district website on the Student Resources page.
* Once you Log into the Student Portal:
* Campus Student > More > Course Registration
* Enter desired course by number or course name (found in Program of Studies or on course request card) to filter to the course you are interested in. Course name and number will appear with any prerequisite courses and number of units (see explanation of UNITS below). Course descriptions are available by clicking on this request.
* If desired as requested course, click on Add Request. If desired as an alternate course, click on Alternate Request.
* Course will be entered under REQUESTED COURSE heading and units will be totaled.
* Return to the Add Course screen by clicking Back.
* Students should continue selecting REQUESTED COURSES until units are full (32) and the progress bar at the top reaches 100%.
* A complete schedule (100%, top number is the same as bottom number) is green.
* A schedule that is between 67% and 99% completed is yellow.
* A schedule that is between 34% and 66% completed is orange.
* A schedule that is between 0% and 33% completed is red.
* Students should also select three to six courses as ALTERNATES.
* If you decide to remove a course from your list, click on that course in the REQUESTED list. The course title will appear with an option to DROP THIS COURSE.
* All entries will be saved and students can review requests at any time during the period the online portal is available (January 16th to February 4th).
* If desired, a printed copy of the selected course list is available by clicking on PRINT REQUEST.
* The number of UNITS will continue to be added until the requests have totaled 32. After that the only option students will have to added courses is under the ALTERNATE list. If a student wants to move a course from ALTERNATE to REQUESTED, this can be done by deleting a course and adding another on to the REQUESTED list.