

Course Registration Instructions for 2021-2022

Course Registration allows students to enter requests for courses in the next academic year. This is just a course request process; it does not guarantee placement into a course.

Please follow these instructions to enter course requests into Infinite Campus/Student Portal.

1. **Select Enrollment**

- a. After logging in to campus Student/Campus Parent, select **More** from the bottom of the Index on the left column.
- b. Then select **Course Registration**. A list of Course Registration Enrollments displays.
- c. Select the **2021-22 High School Enrollment**.

2. **Request Courses**

- a. Click the **Add Course** button. A list of courses available for selection displays.
- b. Begin typing the name of the course in the **Search** field. Matching results display below the search field.
- c. Select the desired **Course**. Information about that course (how many units and a description of the course) displays.
- d. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button. Students must enter at least 3 alternatives.
- e. Return to the Add Course screen by clicking **Back**.

OR For a faster way to request courses:

- a. Search for the course.
- b. Click the blue plus sign on the left
- c. In the popup message that displays, select **Request**, **Alternate** or **Cancel**.

3. **Review Course Requests**

When finished requesting courses, review the requests and make adjustments as needed. Changes can be made as long as the window for course requests is open.