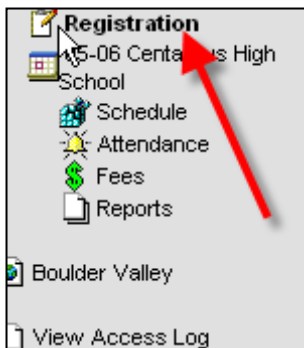
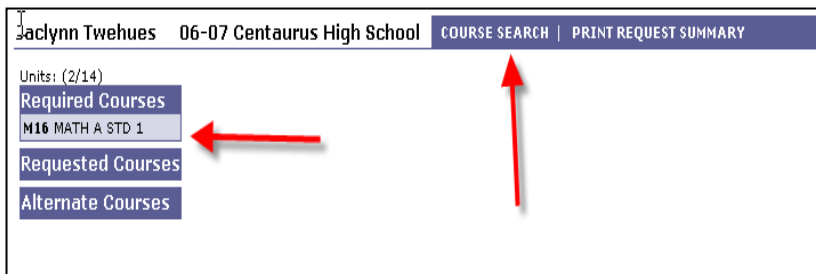


Infinite Campus Using Student Portal to Request Courses

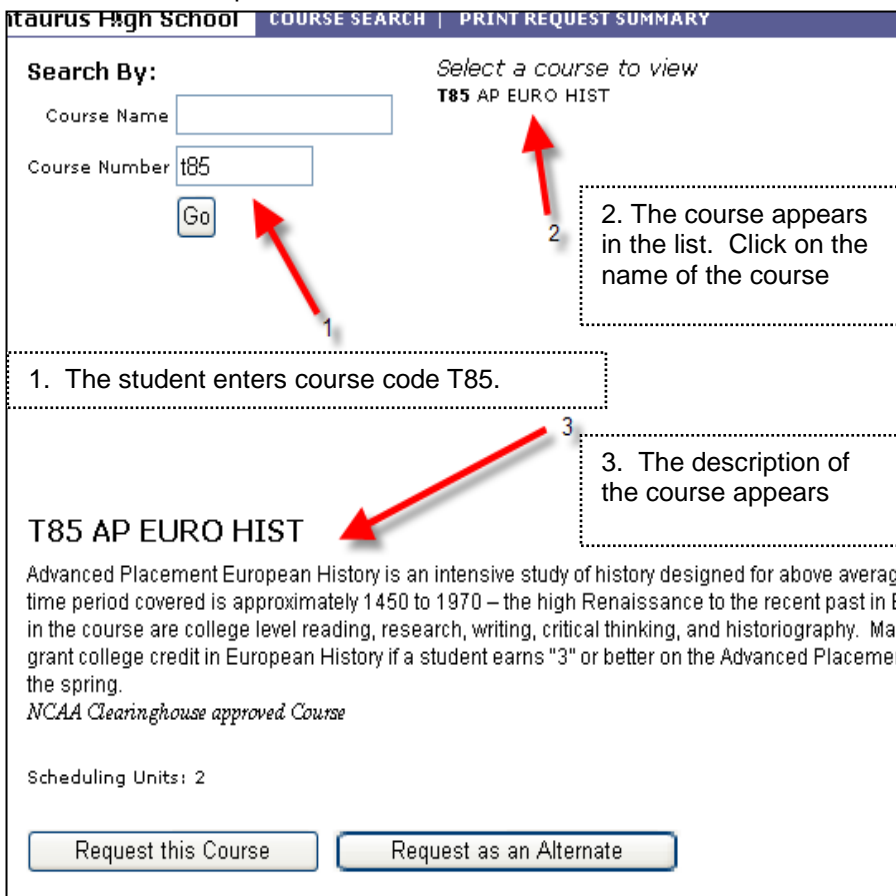


When the students log in to the Student Portal they select the Registration option in the navigation tree.



After selecting Registration, the following screen appears:

To enter course requests, the student selects the Course Search button and the following screen appears:



Students may also select Go to see the list of all classes available.

Click on the Request this Course button to add to the student's list of courses and the following screen appears:

Units: (4/14)

Required Courses

M16 MATH A STD 1

Requested Courses

T85 AP EURO HIST

Alternate Courses

If the student selects a course they have already taken, the following appears:

F73 SPANISH 3

- **Course Already Taken** 2004-2005 Grade: 09 Term: 1 Score: C
- **Course Already Taken** 2004-2005 Grade: 09 Term: 1 Score: C
- **Course Already Taken** 2004-2005 Grade: 09 Term: 2 Score: D

Scheduling Units: 2

Request this Course Request as an Alternate

The student can still create a course request for a course they have already taken. A student cannot create multiple requests for a single course (such as weight training).

If the student doesn't know the course code for a class, they can search on the course name. If a student enters art in the Course Name box, they will see:

Centaurus High School COURSE SEARCH | PRINT REQUEST SUMMARY

Search By:

Course Name

Course Number

Select a course to view

- A35 FOUND. IN ART
- A71 PHOTO 1, ART
- A72 PHOTO 2, ART
- A73 PHOTO 3, ART
- A90 IS ART
- S47 INTR. EARTH SC
- Z35 LANGUAGE ARTS 9 - MODIFIED
- Z62 ART ELECTIVE MODIFIED

The student can then select the course and create a course request. Students may also print their requests.

Students should sign both copies of the request summary.

*This year students are to select ALTERNATE COURSES. Students should sign up for alternate courses **in order of preference**.*