Online Course Registration Instructions
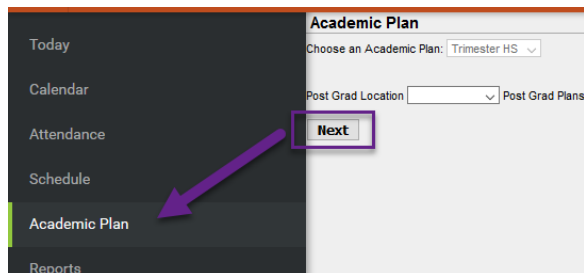
Step 1: Getting Started

- Log onto Campus Student available at https://www.district196.org/community/families.
  Username = Student ID number
  Password = School network password
- Click **Log In**

Student Username

Password

Log In
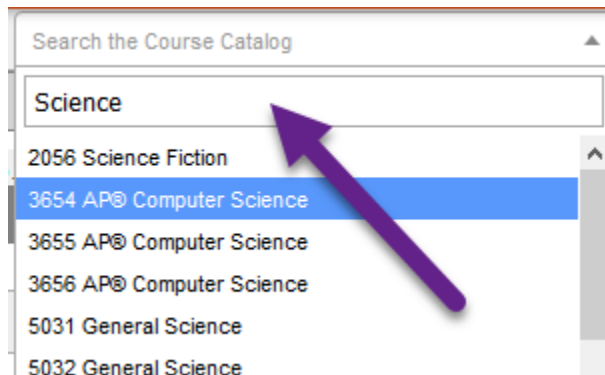
Step 2: Academic Plan Tab

- Click on the **Academic Plan** tab and then **Next**.

Today
Calendar
Attendance
Schedule
Academic Plan
Reports

Academic Plan
Choose an Academic Plan: Trimester HS
Post Grad Location   Post Grad Plans
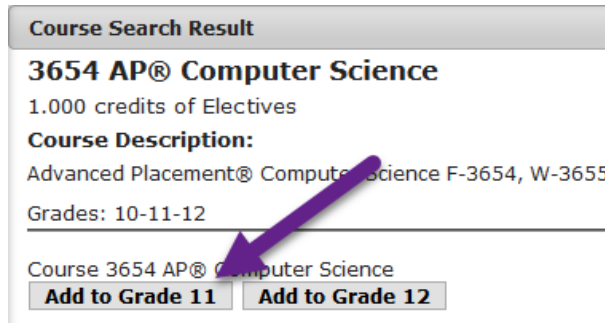Next

Step 3: Searching for Courses

- Click on **Search the Course Catalog.**
- Search for a course by course number (full number) or by course name (you may enter part of a name if unsure of the full name).
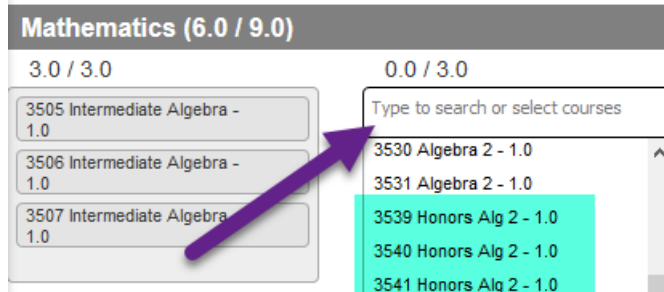- Click on the course for more information.

Search the Course Catalog

Science

2056 Science Fiction
3654 AP® Computer Science
3655 AP® Computer Science
3656 AP® Computer Science
5031 General Science
5032 General Science

Step 4: Selecting Your Courses

- Add the course from the Course Catalog search.
- The course will be added to the Academic Plan.

Course Search Result
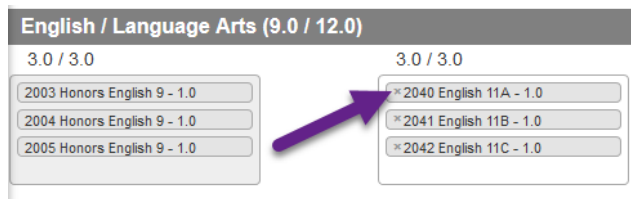
3654 AP® Computer Science
1.000 credits of Electives
Course Description:
Advanced Placement® Computer Science F-3654, W-3655,
Grades: 10-11-12

Course 3654 AP® Computer Science
Add to Grade 11   Add to Grade 12

- Click on **Type to search or select courses** to add the course directly on Academic Plan.

Mathematics (6.0 / 9.0)

3.0 / 3.0   0.0 / 3.0

3505 Intermediate Algebra - 1.0
3506 Intermediate Algebra - 1.0
3507 Intermediate Algebra - 1.0

Type to search or select courses
3530 Algebra 2 - 1.0
3531 Algebra 2 - 1.0
3539 Honors Alg 2 - 1.0
3540 Honors Alg 2 - 1.0
3541 Honors Alg 2 - 1.0
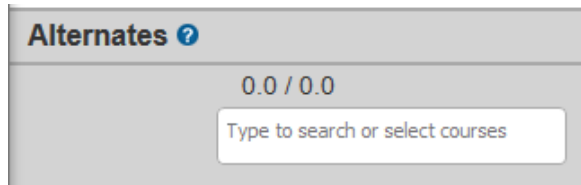
Step 5: Dropping a Course

- To remove a planned course, click on the X next to the course number.

English / Language Arts (9.0 / 12.0)

3.0 / 3.0   3.0 / 3.0

2003 Honors English 9 - 1.0
2004 Honors English 9 - 1.0
2005 Honors English 9 - 1.0

2040 English 11A - 1.0
2041 English 11B - 1.0
2042 English 11C - 1.0

Step 6: Selecting Alternative Courses

- You may select alternate elective courses to guide your counselor in substituting classes in case an elective course becomes unavailable.

Alternates ❓

0.0 / 0.0

Type to search or select courses

If you need help selecting appropriate courses, talk to your current teachers first. Contact elective department/program leaders and teachers for questions on electives. In addition, Counselors will be available in the Commons during p5/lunch February 4th – February 11th.

Start by marking your selections on the paper registration card. Once registration card is complete, transfer your selections to the online Academic Plan in Infinite Campus (using instructions on the other side of this page).

There are two ways to search for courses:

❶ **Course Catalog search** (in the ribbon along the top) will search all courses and bring up full course description, grade level(s), prerequisites, etc. Course can be added right from this screen.

❷ You can also search right in the **Academic Plan** in each category. Only courses in that category will show up, with no additional information.

NOTE: You can search by course name or number in both areas.

If you cannot find a course in the Academic Plan, use the catalog search at the top. Some courses are in specific categories and will not show up if you are searching in the wrong area.

Example: Courses that fulfil the **Art graduation requirement** only show up in Arts (not electives). These include:

Marketing C	Band (all levels)	Painting
MultiMedia A/B/C/D	Choir (all levels)	Photography
Advanced MultiMedia A/B/C/D	Dance Tech (all levels)	Digital Art/Graphic Design
Interier Design A	Intro to 2D Art	Ceramics
Fashion Design Trends	Intro to 3D Art	Sculpture
Acting	Drawing	AP Portfolio Art

If a course is **grey-ed out** in the search list, it is not available to you. This could be due to prerequisite requirements, grade level restrictions, etc. You will not be able to request this course. If your situation calls for an exception to these rules, please see your counselor.

If a course shows up in **red** in your Academic Plan, it is not available to you. While it may be in your list of courses, if it is red, it will NOT be saved and will NOT be included in your course requests. Delete it and choose another course.

Credit totals along the top and in each category are based on a full four-year plan. Credit minimums will not be met until senior year when the academic plan is complete. Alerts are for awareness only. If you are registering for senior year, these alerts will help you determine if you have met the graduation requirements. See your counselor with questions or concerns.

Remember to get **signatures/initials** for courses that require permission from a teacher (indicated by a P on the registration card. Registrations will not be considered complete without signatures/initials.

Online registration is due by Wednesday, February 12th.