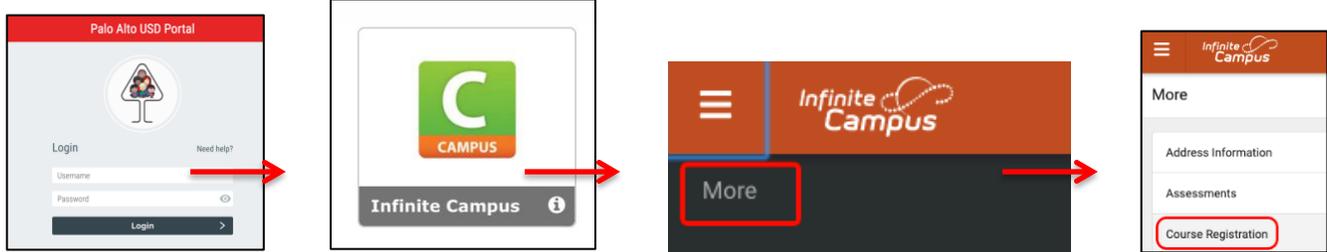


Palo Alto High School Requesting Courses through Infinite Campus

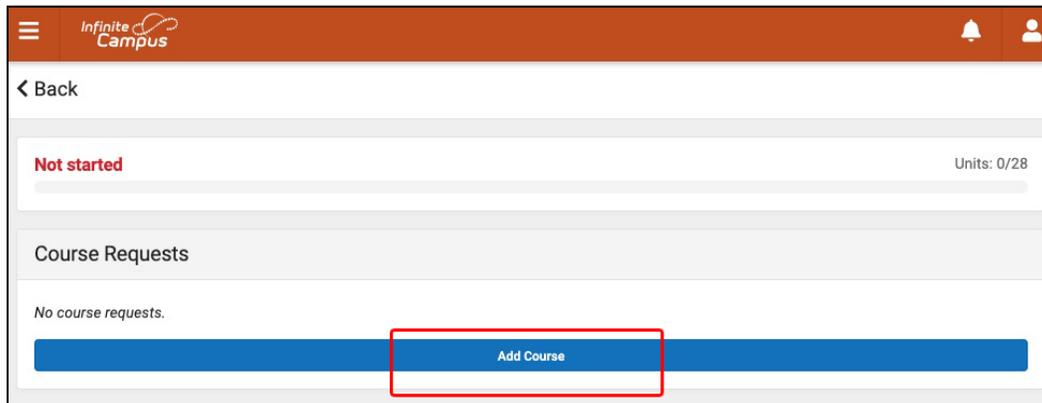
These instructions are also available in color at: <http://www.paly.net/guidance/course-selection>

Go to the Infinite Campus Student Portal Site

Go to Infinite Campus by logging into id.pausd.org and clicking on “Infinite Campus.” If you don’t already see the menu, click on the three lines in the upper left and then click on “More” and then “Course Registration” and finally, click on your school for next year.

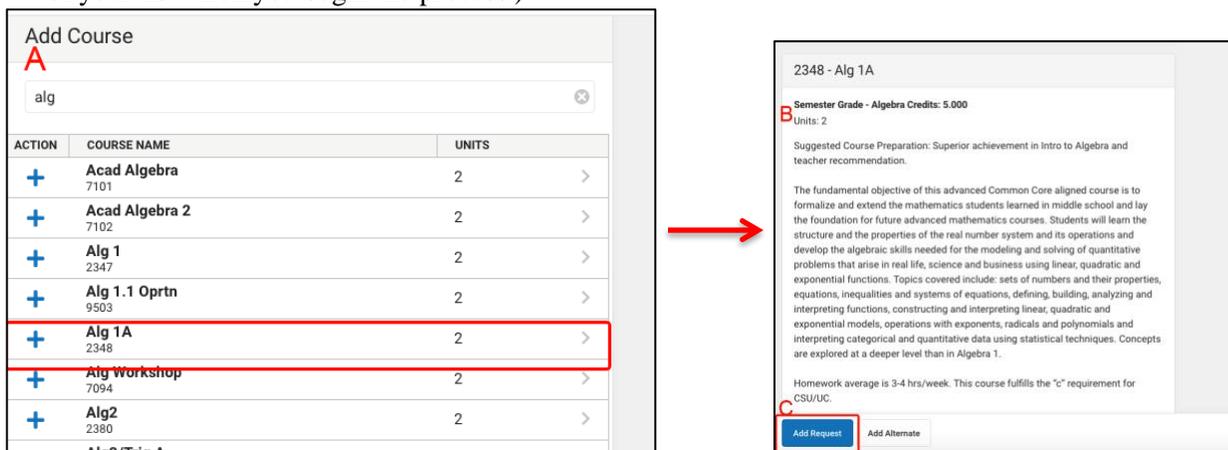


2. To Request courses, click on the “Add Course”



3. Search:

- A. Type the course number or first few letters of the course as it is listed in the Course Catalog and Course Selection Form. Once the course is in view, click on it. (Clicking on the + to the left of the course is the fastest way to request courses, but if you need more information, such as description, or length of course, click on the course name.)
- B. The length of the course is indicated by the number of units in the course description: 1 for a semester-long course and 2 for a year-long course.
- C. Add request or add as an alternate. (If any courses have already been selected for you, they will appear at the top of your list when you begin the process.)



- D. If you selected a course by accident, or change your mind, you may delete it by clicking on the course and selecting “Drop this Request” or by simply clicking on the red X to the left of the course.
- E. Rising freshmen and sophomores, please remember to select two semesters of PE. (Note that PE courses are each one semester long with the exception of specialized PE courses for sophomores, such as Dance, Conditioning, and Yoga.)
- F. IGNORE THE PERCENT COMPLETE.

4. Continue choosing all of your courses, including THREE alternates in order of preference.

5. If are a rising freshman and you wish to be in the TEAM program, make sure that you choose TEAM as one of your course requests. It does not count toward your number of classes.

6. Once you have selected all of your courses, you can print your requests by clicking on “Print” at the bottom of the page.

The screenshot shows a user interface for course selection. At the top left is a '< Back' link. Below it is a large red letter 'F' and a progress bar labeled '50% complete' with 'Units: 14/28' to its right. The main section is titled 'Course Requests' and contains a table with two columns: 'COURSE NAME' and 'UNITS'. The table is divided into three sections: 'REQUIRED' (containing English 9A), 'REQUESTS' (containing PE 9/11, PE 9/12, Wild Hist, Band, Spanish 1, Geom A, and Biology), and 'ALTERNATES' (containing Treb Choir, French 1, and Photo 1). Each row includes a right-pointing arrow. At the bottom, there are two buttons: 'Add Course' and 'Print', with the 'Print' button highlighted by a red rectangular box.

COURSE NAME	UNITS
REQUIRED	
English 9A 7631	2
REQUESTS	
PE 9/11 2791	1
PE 9/12 2792	1
Wild Hist 1625	2
Band 7010	2
Spanish 1 4410	2
Geom A 2358	2
Biology 3130	2
ALTERNATES	
Treb Choir 7267	2
French 1 4110	2
Photo 1 6150	2

Return one copy of your printed Request Summary to the Guidance Department at your current school on the date that they tell you.

Note that on the printed Request Summary:

1. The courses that were requested for you and the courses that you request will show up together under the "Requested Courses" heading.
2. The courses the you chose as alternates with print in alphabetical order, but they will be recorded internally in Infinite Campus in the order that you chose them. (the order in the image above) We will use your list of alternate requests in case we are unable to schedule you into one of your preferred requests.

Screenshot of the printed request summary :

Student Number: _____
Grade: _____

Requested Courses:

7010 Band	Requested courses contains both courses that you requested and ones that were requested for you.
3130 Biology	
7631 English 9A	
2358 Geom A	
2791 PE 9/11	
2792 PE 9/12	
4410 Spanish 1	
1625 Wld Hist	

Alternate Courses:

4110 French 1	Alternates print in alphabetical order, but they are tracked internally in the order selected.
6150 Photo 1	
7267 Treb Choir	

Courses with program priority displayed in bold.

Parent/Guardian Signature _____ **Date** _____