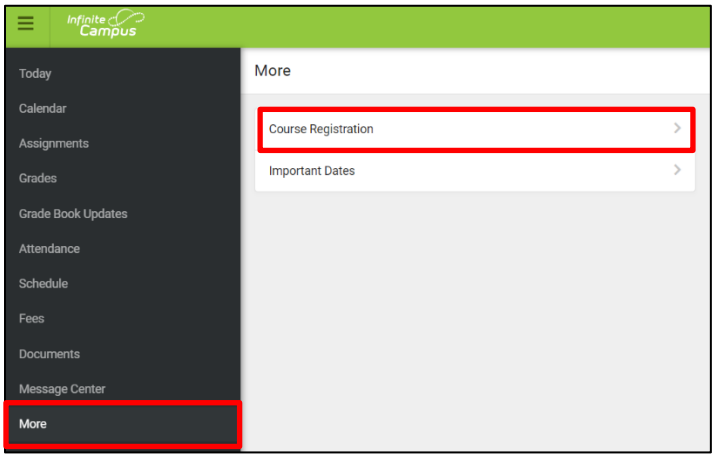
Quick Steps to Entering COURSE REQUEST Information

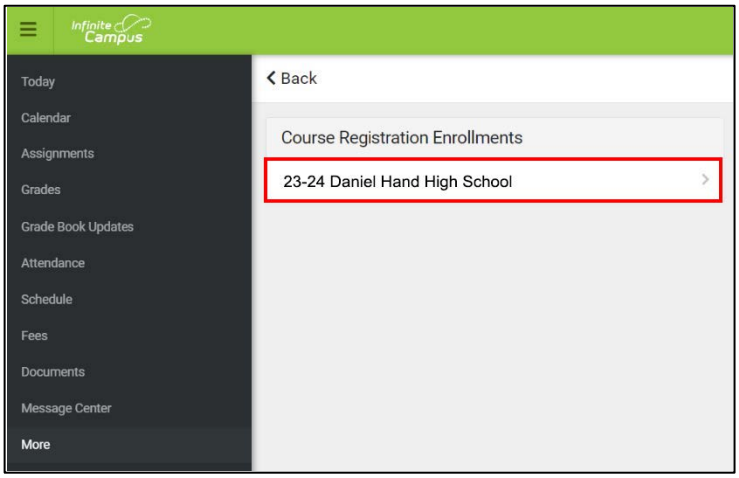
Please note: This is simply a course request process; it does not guarantee placement into any course.

SELECT ENROLLMENT

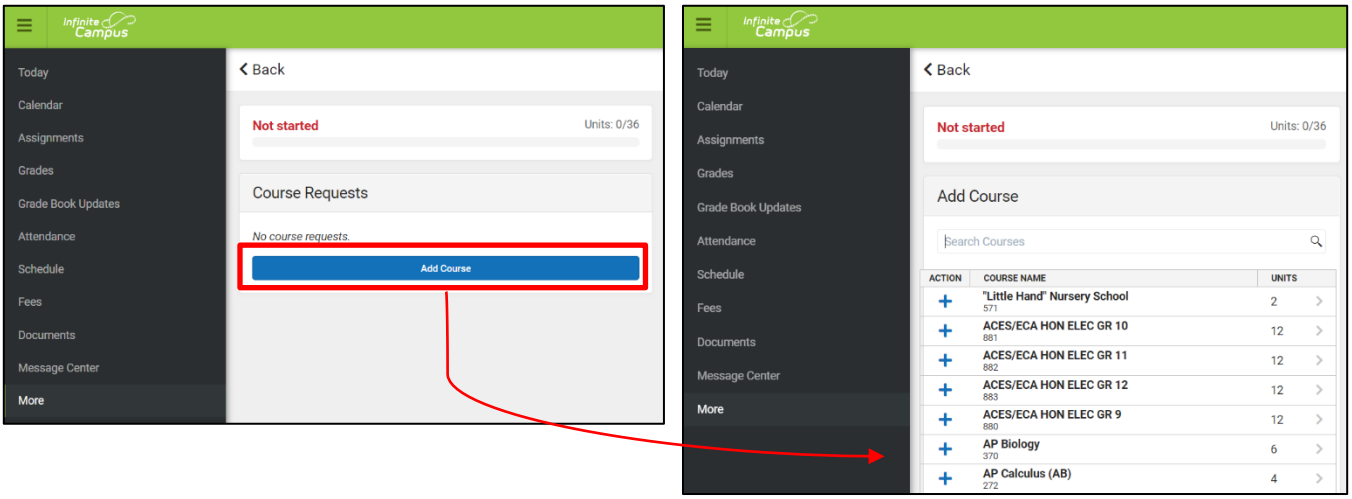
1) Log in to Campus Student. Select **More** from the left column. Then select **Course Registration**.



2) Select **Next School Year's** enrollment.



3) You are now ready to enter course requests. At the start, you will see the screen to the left. Click **Add Course**.



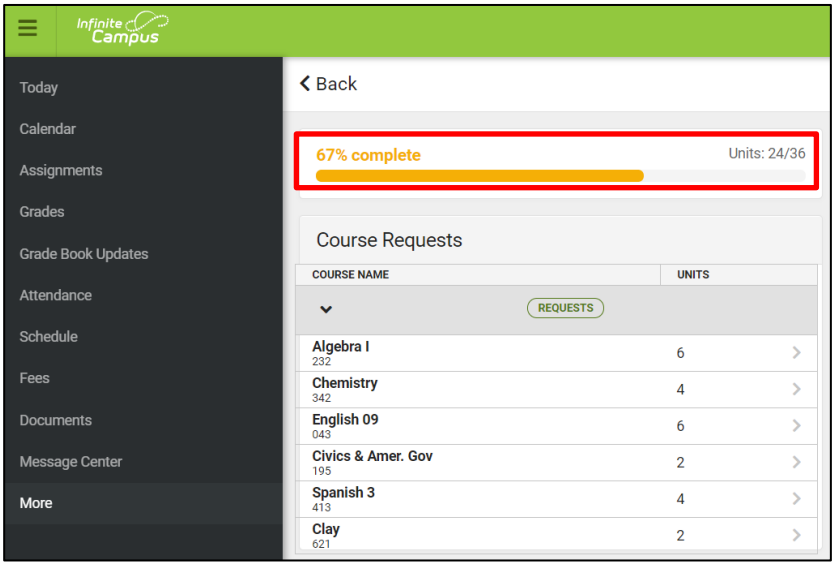
COURSE UNITS

The **units** refer to how full your schedule is.

- Think of 1 class period as 2 units. At DHHS, there are 6 periods in a day and 3 trimesters in a year, so a student can select a maximum of 36 units within any given year.

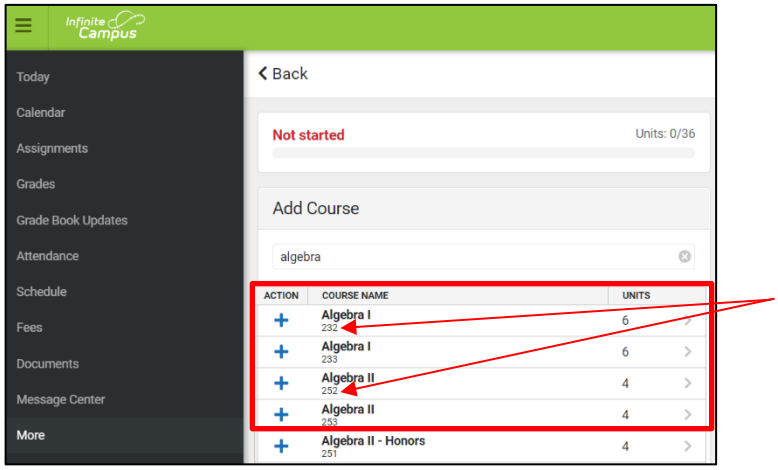
- In the screenshot below, look at the following classes.
  - Algebra I has a weight of 6 units. This is a 3 trimester course. The course number is 232.
  - Chemistry has a weight of 4 units. This class is a 2 trimester course. The course number is 342.
  - Civics & Amer. Gov has a weight of 2 units. This class is a 1 trimester course. The course number is 195.

- All students must select a **minimum of 24/36 units**. The progress bar will change colors and go from red, to orange, to yellow and eventually to green. You will know that you have selected at least the minimum requirement when your progress bar has changed to yellow, as shown below. **If your progress bar is either red or orange, you must continue to select courses**.



ADDITIONAL KEY COMPONENTS

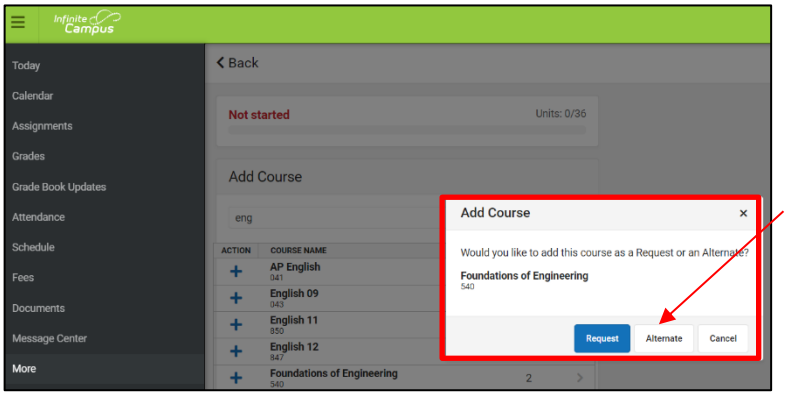
- When making your selections, **pay close attention to the course numbers**. In the example below, you will see that there are multiple courses for Algebra I and Algebra II. The only visible difference is the course number however, this difference refers to which level of the course you are selecting.



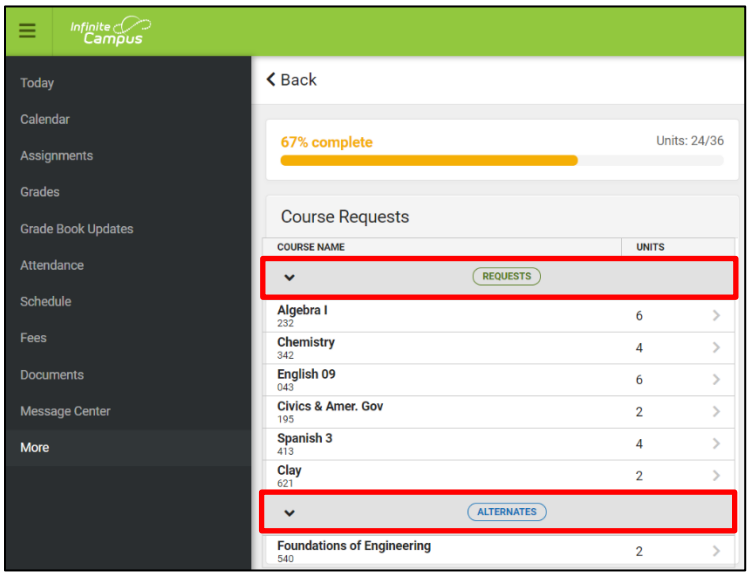
Course #'s 232 and 252 are Level 2 classes

ADDITIONAL KEY COMPONENTS continued . . .

- When making your selections, you may choose **<u>alternate courses</u>**. These courses will be used as alternates should you not get into your first choice. In the example below, you will see that course #540 (Foundations of Engineering) is being selected as an alternate course.



- **<u>Alternate courses will not count towards your units</u>**. Only requested courses will count towards the minimum unit requirement. Below you will see that the alternate courses will display below your requested courses.



- **<u>When you finish selecting all course requests and alternates, log out of Infinite Campus</u>**. Remember to submit your course selection sheet to your guidance counselor through Google Classroom.