# COURSE REGISTRATION IN INFINITE CAMPUS

The IC Portal opens for registration the first week of February! Log in to your Infinite Campus Student account. (If you do not have an account or have forgotten your password, please ask a teacher to help you). Follow these steps to select which courses you would like to request for the 2023-2024 school year.

**PATH: Campus Student > More > Course Registration > 2023-24 Broomfield High School**

## Select Enrollment

1. After logging in to Campus Student, select More from the Index. Then select Course Registration.
2. Select 2023-24 Broomfield High School
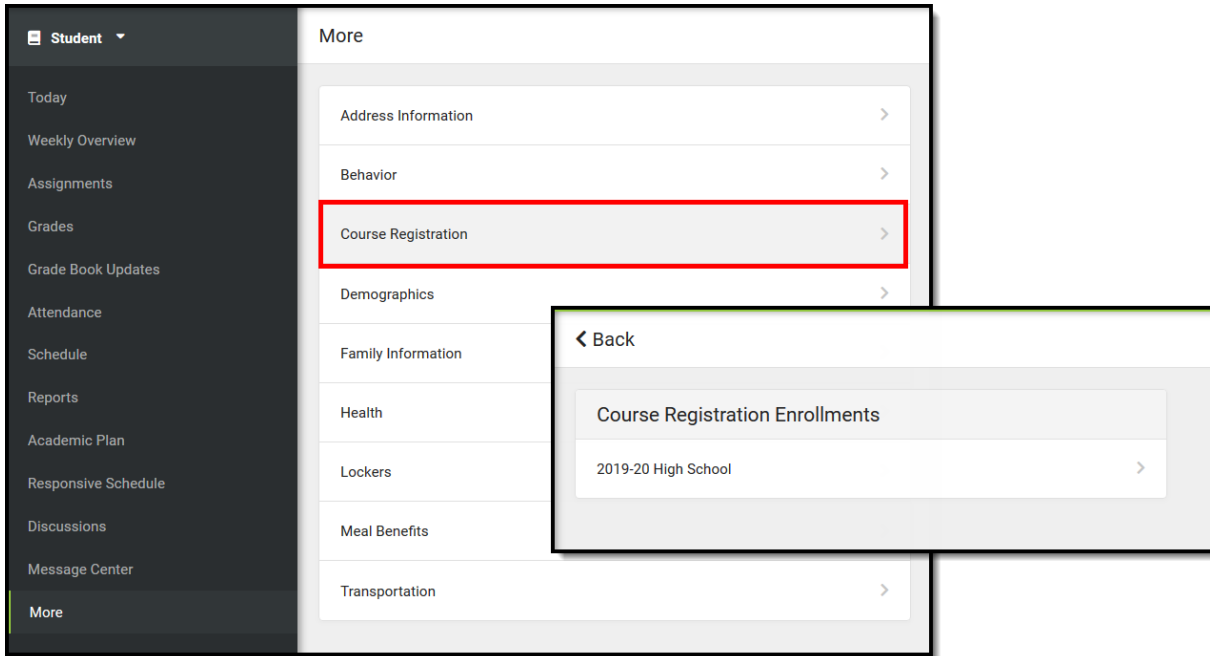


You are now ready to enter Course Requests. When there are currently no course requests, a screen like the image on the left below displays. If some course requests have been entered, a screen like the image on the right displays.
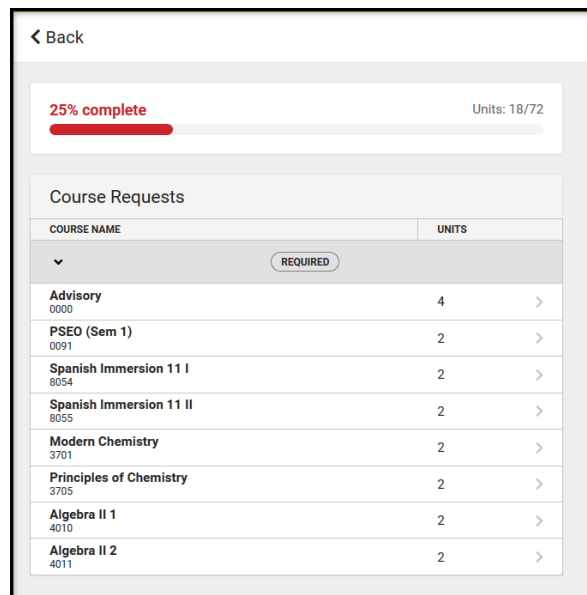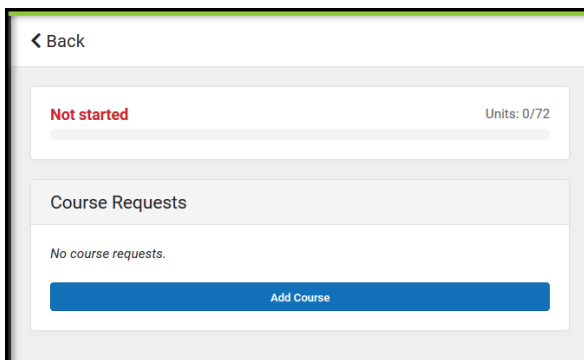
## Request Courses

1. Click the **Add Course** button. A list of courses available for selection displays.
2. Begin typing the name of the course in the **Search** field. Matching results display below the search field.
3. Select the desired **Course**. Information about that course (how many units and a description of the course) displays.
4. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button. (This adds the course as an alternate course in case you cannot be scheduled into other courses.)
5. For full-year courses, you will need to add "**A & B**." Semester-long courses end in "**S**."
6. Return to the Add Course screen by clicking **Back**.

Repeat these steps until you have a complete or near complete schedule.



For a faster way to request courses:

1. Search for the course.
2. Click the blue plus sign on the left.
3. In the popup message that displays, select **Request, Alternate** or **Cancel**.

## Review Course Requests

When finished requesting courses, you can review the requests you have made and make adjustments as needed. Use the **Back** Button to review your requests.

If you are satisfied with your requests, click the **Print** button. This generates a PDF of your required and requested courses.



**Important! Course selection deadline is March 3, 2023, by 4:00 p.m.**