


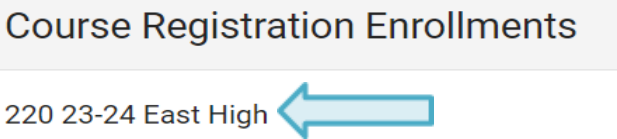
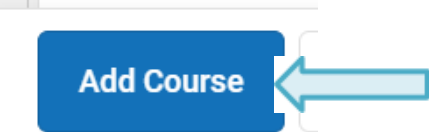
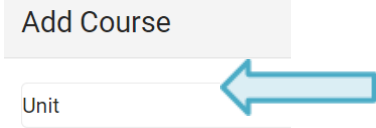


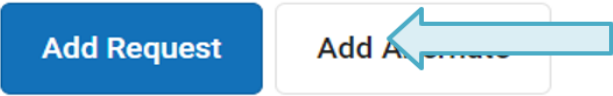


HOW TO REGISTER FOR COURSES

2023-2024 School Year - registration closes on 3/24/23

New students to Duluth Public Schools will need to enroll before you can register.

To enroll - Visit [Duluth Public Schools](#) - How to enroll:

<p>1. Log into Infinite Campus Student/Parent Portal and check for announcements. Click the three bars at the top of the screen and you will see the 'More' button.</p>	
<p>2. Select "More" at the bottom of the screen.</p>	
<p>3. Find and select "Course Registration".</p>	
<p>4. Under Course Registration Enrollments, select the high school you are currently attending either "23-24 East HS" or "23-24 Denfeld HS". <i>Important for AEO course registration, you will need a separate enrollment form.</i></p>	
<p>5. Under Course Requests, select "Add course" to begin selecting courses. (At any time you want to review, use the back arrow.)</p>	
<p>6. Using your registration worksheet, begin typing in a course name. As you begin typing, the course name of the course you have selected. A list of courses that match your typing will show all courses available.</p>	
<p>7. After the course appears in the list of courses, you may select the plus action symbol to add the course to your requests. You may also click on the gray arrow to view the course description.</p>	
<p>8. As you are selecting courses, note that some courses have the prefix AEO - these courses are for Academic Excellence Online. The enrollment process can be found at: https://www.isd709.org/aeo/aeo-enrollment-forms</p>	
<p>9. After you have chosen the course, you will be asked if you would "like to add this course as a Request or an Alternate". Select "Request" to add this to your requested courses for the next school year.</p>	

10. Repeat these steps until you have recorded all your selections; be sure to request both semesters of a year-long class! For reference semester 1 will end in a 1 and semester 2 in a 2. Example English 9, 13001 is semester 1, English 9, 13002 is semester 2. Continue to add until you reach a minimum of 24 units or a maximum of 28.

English 9
13002 ←

English 9
13001 ←

11. Check the “units” you have registered for to be sure you have at least 24 units and no more than 28 units. When you have registered for a full 6 period schedule, the progress bar will indicate that you are 86% complete. If you have selected Zero Hour courses in addition to a full 6 period schedule, the progress bar will show 100% complete with 28 units reflected.

79% complete Units: 22/28

12. To return to view a list of all added courses, select the back button above your progress bar.



13. Review your Course Requests to ensure that all of your course selections appear and are correct.

+	(CITS) Human Anatomy & Phys 22292	2	>
+	(CITS)* Physics 223102	2	>
+	(CITS)*Physics 22311	2	>
×	Aerospace Physics 222941	2	> ALT
+	Aerospace Physics 222942	2	>
+	Human Anatomy & Physiology 222301	2	>
+	Human Anatomy & Physiology 222302	2	>
+	Introductory Physics 222951	2	>
+	Introductory Physics 222952	2	>
+	Phy Sci 9/Earth Sci 9 Integr 220001	2	>
+	Phy Sci 9/Earth Sci 9 Integr 220002	2	>
×	Physics 223001	2	> REQ
×	Physics 223002	2	> REQ

14. You are strongly advised to request alternate courses. These courses will be added to your schedule in the event your first-choice class is canceled or is full. If you do not list alternate courses, and a class is canceled or closed, you will receive a study hall. To request Alternate Courses, follow the previous steps to add a course, and then click on “Alternate”.

You are strongly advised to request alternate courses. If there is an event where your first choice is not available, if not alternate is chosen, you will be placed in a study hall.

×

Aerospace Physics
222941

ALT

15. **YOU ARE DONE!** There is no “SAVE” button, so you can log out now.

- Once the registration window closes, you will not be able to see your requests.
- Requests will automatically be saved in Infinite Campus until the window closes.
- Print or email a copy of your summary of courses.
- Share with your parent or guardian the requests by logging into Infinite Campus or sharing the saved copy.

Note: Once registration window closes, you will not be able to see your requests. There is no ‘Save’ button; your requests will automatically be saved in Infinite Campus. If a printer is available, you may “PRINT”. If a printer is not available, make a screenshot and save on our computer.