



# Course Registration for Students

Use this guide to select courses for next school year

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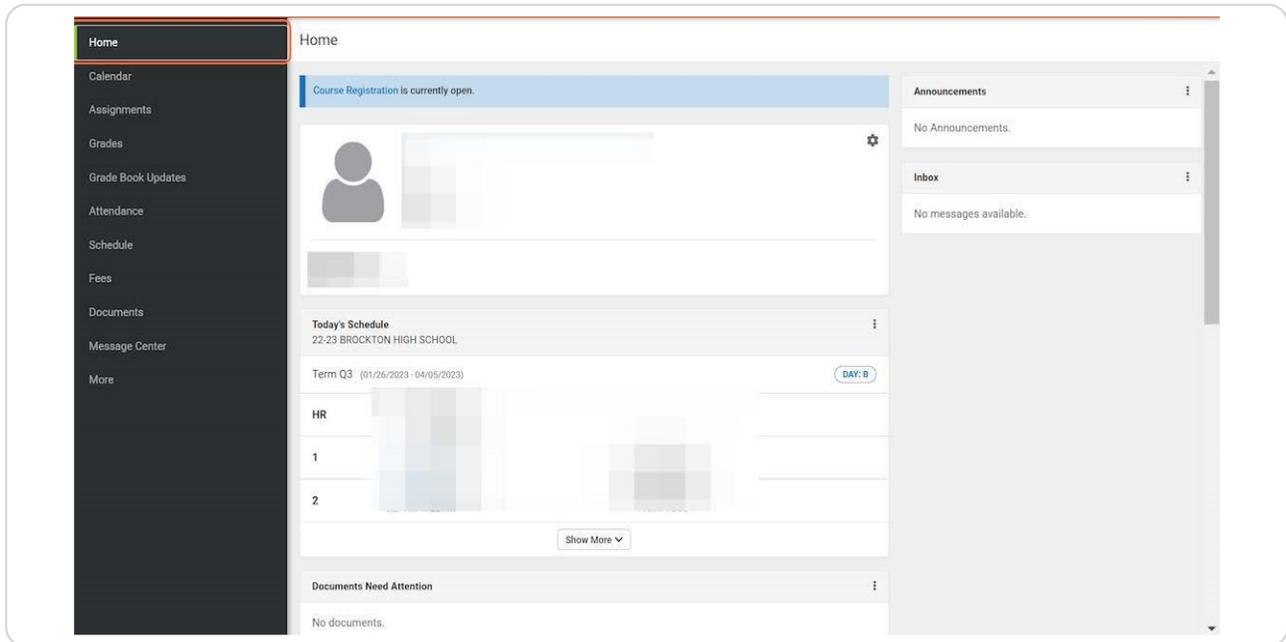


# How to Add Courses

## STEP 1

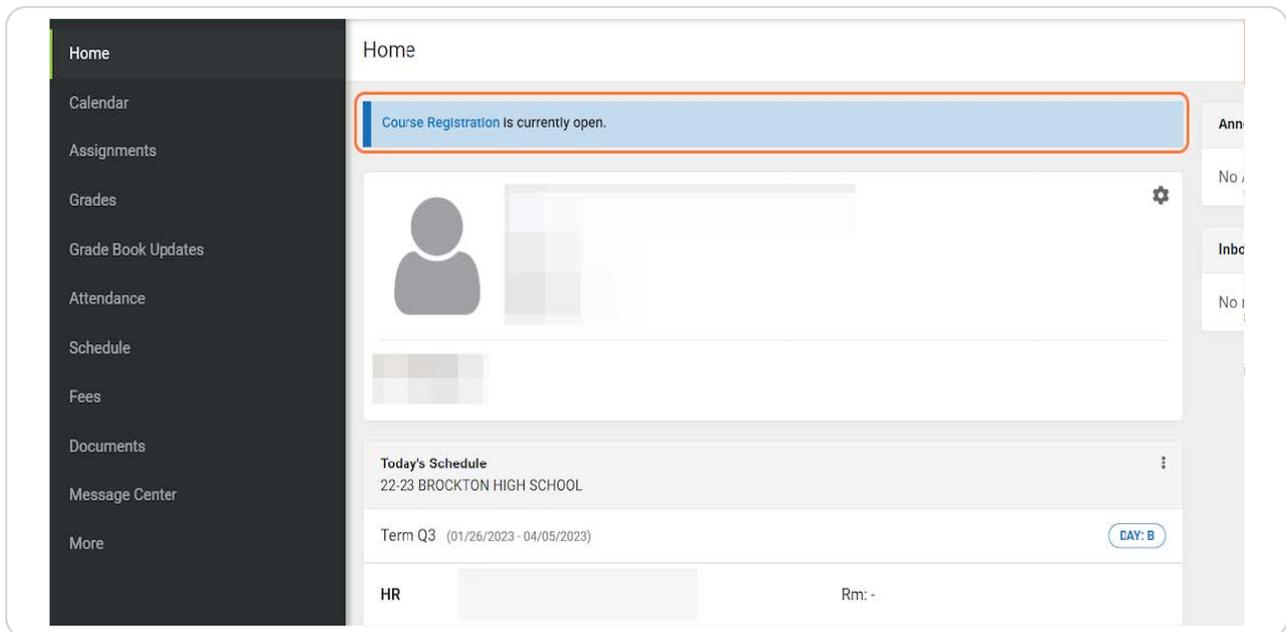
### Click on Home

In your Infinite Campus account, make sure you're on the home page.



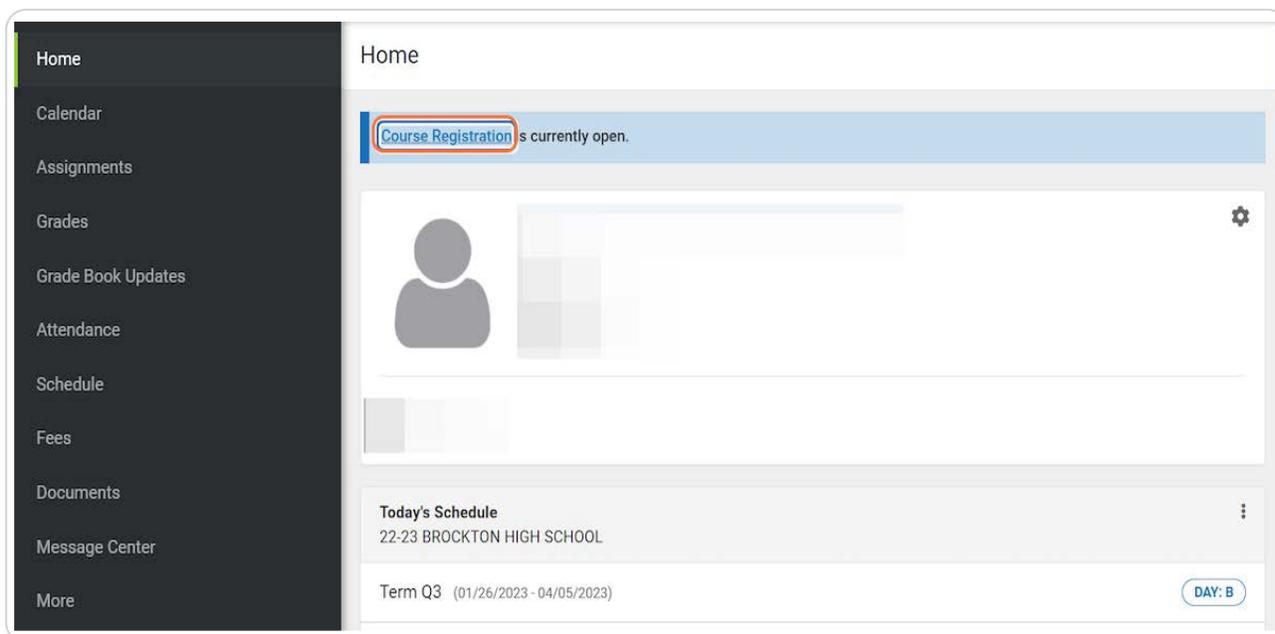
## STEP 2

### Course Registration is currently open will be at the top of the page



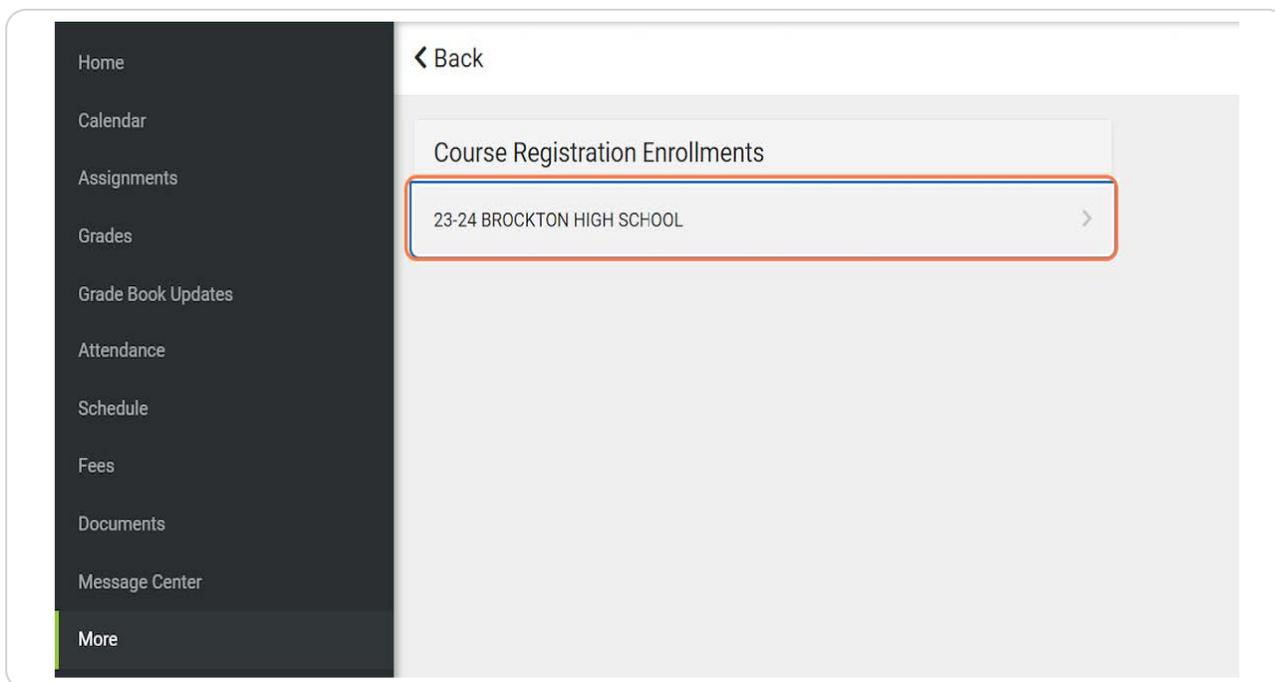
STEP 3

### Click on Course Registration



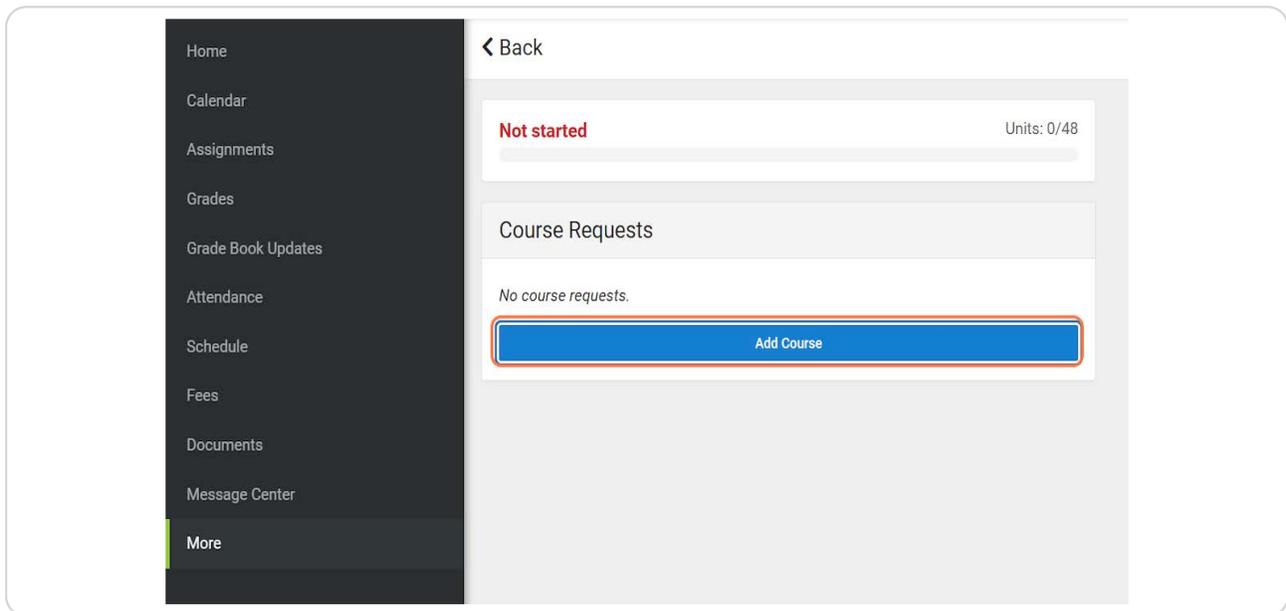
STEP 4

### Click on next school year's calendar



## STEP 5

### Click on Add Course

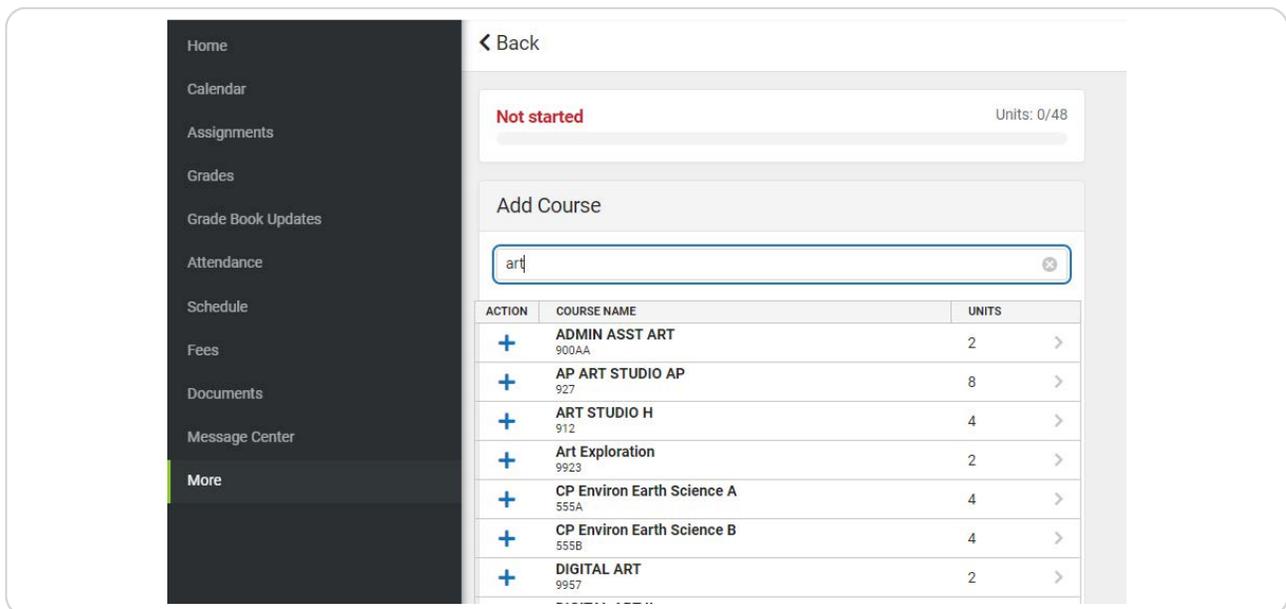


The screenshot shows a mobile application interface. On the left is a dark sidebar menu with options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area has a header with a back arrow and the text 'Not started' and 'Units: 0/48'. Below this is a section titled 'Course Requests' with the text 'No course requests.' and a blue button labeled 'Add Course' which is highlighted with a red and blue border.

## STEP 6

### Find the course you would like to add

- Here you will find the full list of available courses for next school year
- You can either search for the course by typing the name in the search bar
- Or you can scroll the alphabetical list to find the course



The screenshot shows the same mobile application interface as in Step 5. The 'Add Course' section is now active, showing a search bar with the text 'art'. Below the search bar is a table of course results:

ACTION	COURSE NAME	UNITS
+	ADMIN ASST ART 900AA	2 >
+	AP ART STUDIO AP 927	8 >
+	ART STUDIO H 912	4 >
+	Art Exploration 9923	2 >
+	CP Environ Earth Science A 555A	4 >
+	CP Environ Earth Science B 555B	4 >
+	DIGITAL ART 9957	2 >



STEP 7

Click on the course name you would like to add

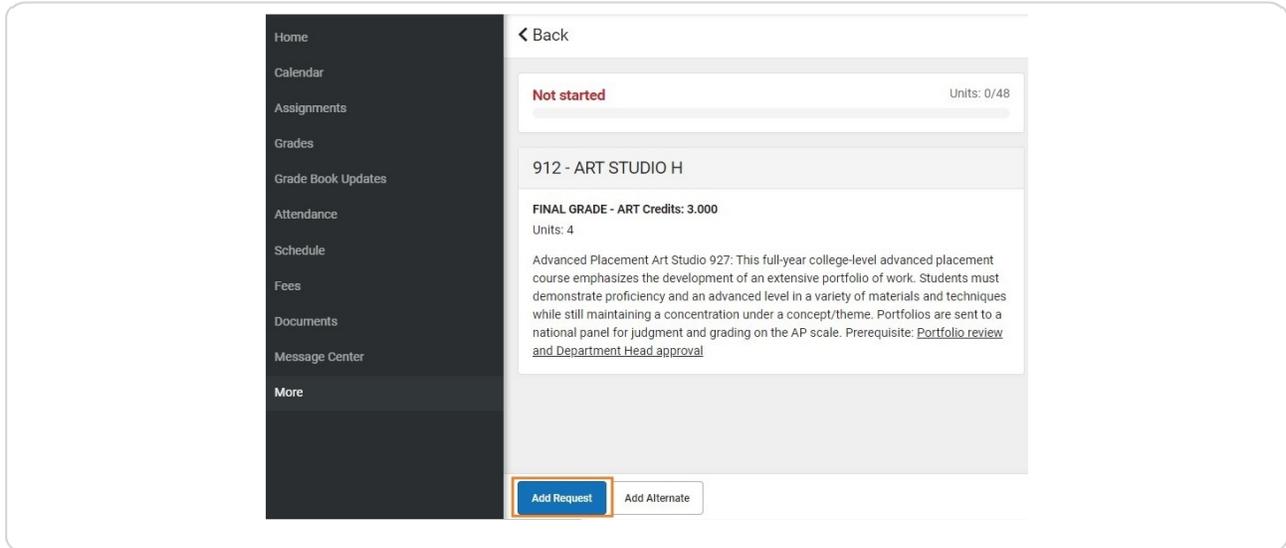
ACTION	COURSE NAME	UNITS	
+	<b>ADMIN ASST ART</b> 900AA	2	>
+	<b>AP ART STUDIO AP</b> 927	8	>
+	<b>ART STUDIO H</b> 912	4	>
+	<b>Art Exploration</b> 9923	2	>
+	<b>CP Environ Earth Science A</b> 555A	4	>
+	<b>CP Environ Earth Science B</b> 555B	4	>
+	<b>DIGITAL ART</b> 9957	2	>
+	<b>DIGITAL ART II</b> 9954	2	>



## STEP 8

### Click on Add Request

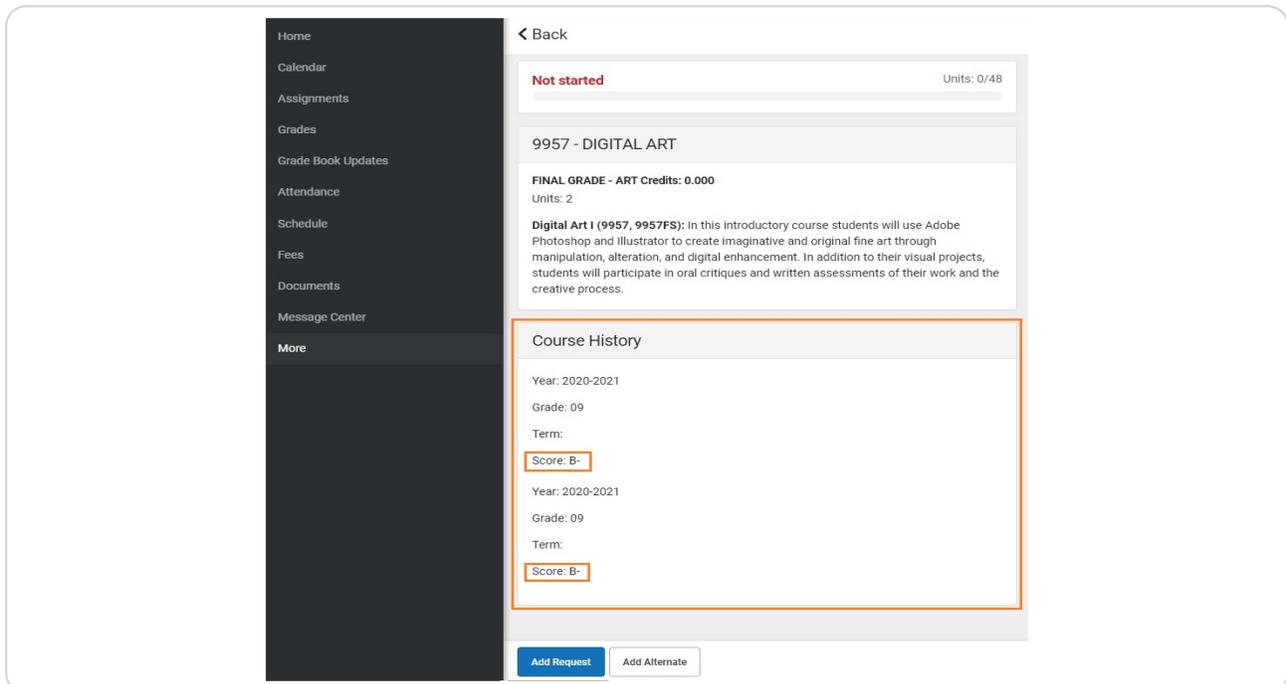
- If you click on the course name it will take you to this page where you can read about the course
- Click on Add Request at the bottom of the page



The screenshot shows a course page for "912 - ART STUDIO H". On the left is a dark sidebar with navigation links: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area has a "Back" arrow at the top left. Below it is a progress bar labeled "Not started" with "Units: 0/48" on the right. The course title "912 - ART STUDIO H" is displayed. Below the title, it says "FINAL GRADE - ART Credits: 3.000" and "Units: 4". A paragraph of text describes the course: "Advanced Placement Art Studio 927: This full-year college-level advanced placement course emphasizes the development of an extensive portfolio of work. Students must demonstrate proficiency and an advanced level in a variety of materials and techniques while still maintaining a concentration under a concept/theme. Portfolios are sent to a national panel for judgment and grading on the AP scale. Prerequisite: [Portfolio review and Department Head approval](#)". At the bottom, there are two buttons: "Add Request" (highlighted with a red box) and "Add Alternate".

### Note:

- If you select a course you've already take the course history will appear at the bottom.
- **Do not** select a course that you have received a passing score for.



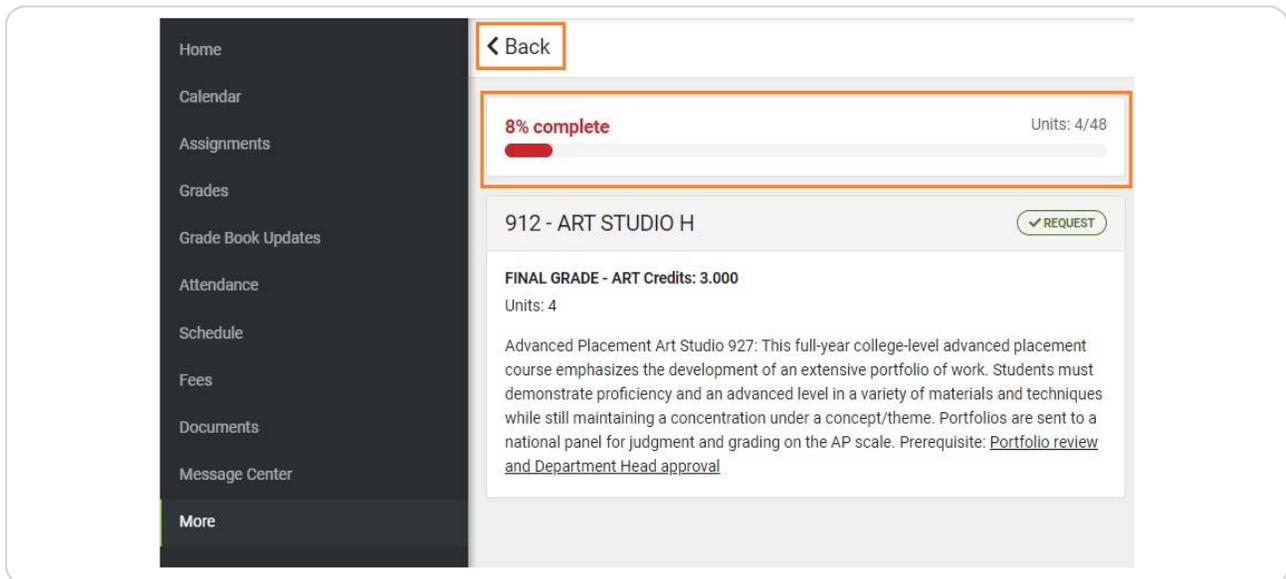
The screenshot shows a course page for "9957 - DIGITAL ART". The sidebar is the same as in the previous screenshot. The main content area has a "Back" arrow at the top left. Below it is a progress bar labeled "Not started" with "Units: 0/48" on the right. The course title "9957 - DIGITAL ART" is displayed. Below the title, it says "FINAL GRADE - ART Credits: 0.000" and "Units: 2". A paragraph of text describes the course: "Digital Art I (9957, 9957FS): In this introductory course students will use Adobe Photoshop and Illustrator to create imaginative and original fine art through manipulation, alteration, and digital enhancement. In addition to their visual projects, students will participate in oral critiques and written assessments of their work and the creative process." Below this is a "Course History" section with two entries. Each entry shows "Year: 2020-2021", "Grade: 09", "Term:", and "Score: B-". The "Score: B-" text in both entries is highlighted with a red box. At the bottom, there are two buttons: "Add Request" and "Add Alternate".



## STEP 9

### Click Back to go back to the list

Notice the % complete bar at the top.

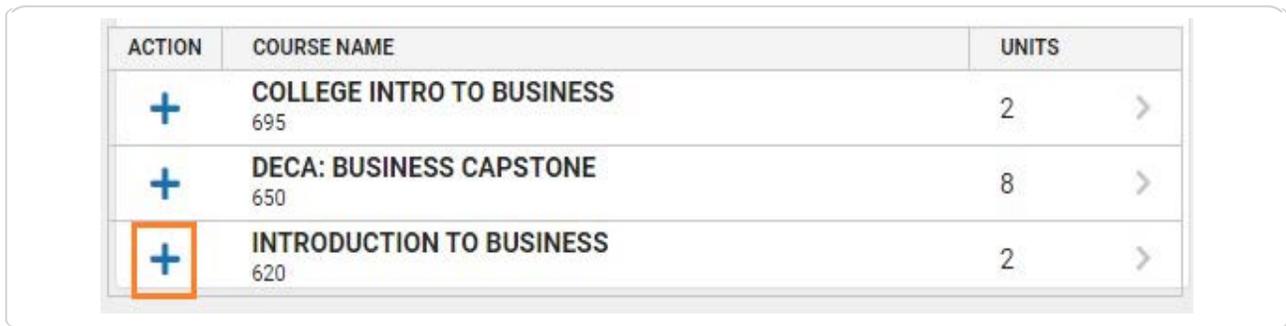


The screenshot shows a user interface for a course. On the left is a dark navigation menu with options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. On the right, the course details are displayed. At the top right of the course content area is a '< Back' button. Below it is a progress bar showing '8% complete' and 'Units: 4/48'. The course title is '912 - ART STUDIO H' with a 'REQUEST' button. Below that, it says 'FINAL GRADE - ART Credits: 3.000' and 'Units: 4'. The description follows: 'Advanced Placement Art Studio 927: This full-year college-level advanced placement course emphasizes the development of an extensive portfolio of work. Students must demonstrate proficiency and an advanced level in a variety of materials and techniques while still maintaining a concentration under a concept/theme. Portfolios are sent to a national panel for judgment and grading on the AP scale. Prerequisite: [Portfolio review and Department Head approval](#)'.

## STEP 10

### Add more courses

Another way to add courses quickly is to click the "+" sign next to the course name.



ACTION	COURSE NAME	UNITS
+	COLLEGE INTRO TO BUSINESS 695	2 >
+	DECA: BUSINESS CAPSTONE 650	8 >
+	INTRODUCTION TO BUSINESS 620	2 >



STEP 11

## Click on Request

Click on Request to add the selected course

The screenshot shows a user interface for adding a course. On the left is a dark sidebar with navigation options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area has a 'Back' button and a progress indicator showing '8% complete' and 'Units: 4/48'. Below this is an 'Add Course' section with a search input containing 'busi'. A table lists three courses with plus icons in the 'ACTION' column:

ACTION	COURSE NAME
+	COLLEGE INTRO TO BUSINESS 695
+	DECA: BUSINESS CAPSTONE 650
+	INTRODUCTION TO BUSINESS 620

An 'Add Course' modal dialog is open over the 'INTRODUCTION TO BUSINESS 620' row. The dialog asks, 'Would you like to add this course as a Request or an Alternate?' and features three buttons: 'Request' (highlighted with an orange box), 'Alternate', and 'Cancel'.

## STEP 12

### 100% Complete

Once you hit 100%, you will get this error message when you try to add more courses

The screenshot shows a user interface with a dark sidebar on the left containing navigation options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, and Fees. The main content area has a '< Back' button at the top left. Below it is a list of courses with columns for course name and ID, a status icon, a 'REQ' badge, and a credit value. The courses listed are: ACTING II (917), ADAPTED PHYS ED N (009), ADMIN ASST ART (900AA), ADMIN ASST BILINGUAL (800AA), ADMIN ASST ENGLISH (100AA), ADMIN ASST FOREIGN LANGUAGE (300AA), ADMIN ASST GUIDANCE (099AA), and ADMIN ASST IRC (700AA). A red error message box is overlaid on the right side of the course list, containing the text: '9974 - ADV CONCERT BAND 100% complete: You cannot add any more requests to your course registration. You may add this course as an alternate, or remove currently requested courses.'

## How to Add Alternate Courses

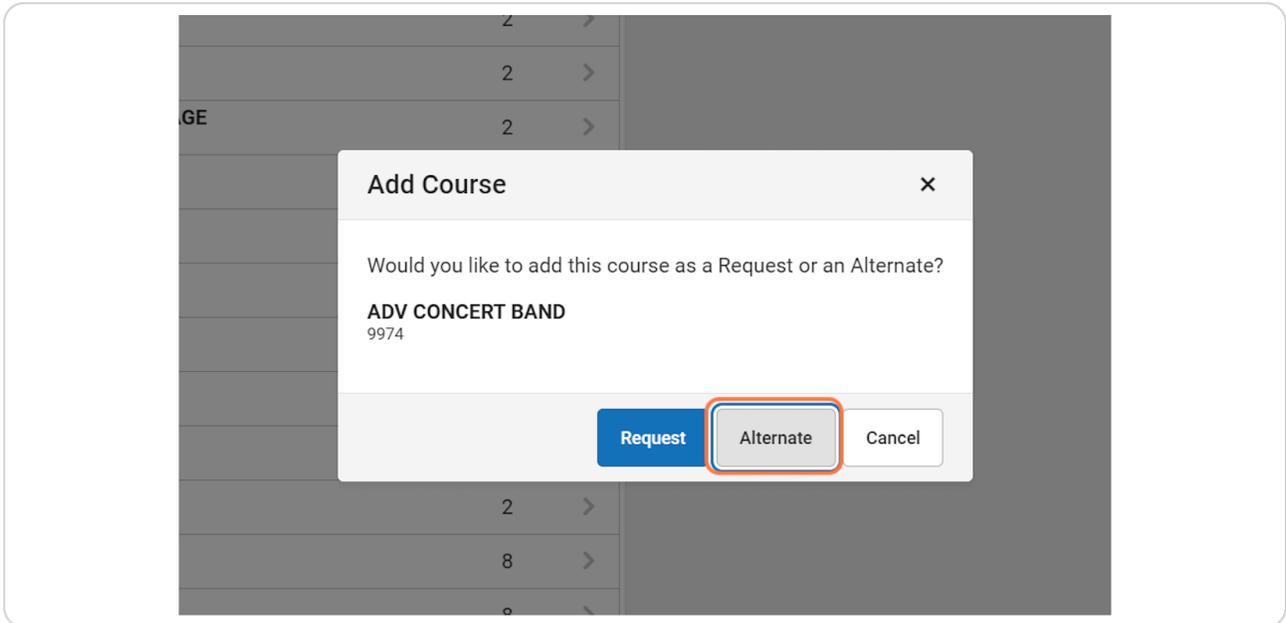
If you would like to add more alternate courses, click on the "+" next to the course.

This screenshot shows the same course selection interface as above, but with a larger list of courses. The courses listed are: ACTING II (917), ADAPTED PHYS ED N (009), ADMIN ASST ART (900AA), ADMIN ASST BILINGUAL (800AA), ADMIN ASST ENGLISH (100AA), ADMIN ASST FOREIGN LANGUAGE (300AA), ADMIN ASST GUIDANCE (099AA), ADMIN ASST IRC (700AA), ADMIN ASST JROTC (085AA), ADMIN ASST MUSIC (950AA), ADMIN ASST SOCIAL SCIENCE (200AA-3), ADMIN ASST SOCIAL SCIENCE (200AA), ADMIN ASST WELLNESS (003AA), ADV CONCERT BAND (9974), ADV CONCERT BAND N (974), and ADV DRAW/PAINT H. The '+' button next to 'ADV CONCERT BAND' is highlighted with a red square. The error message from the previous screenshot is no longer visible.



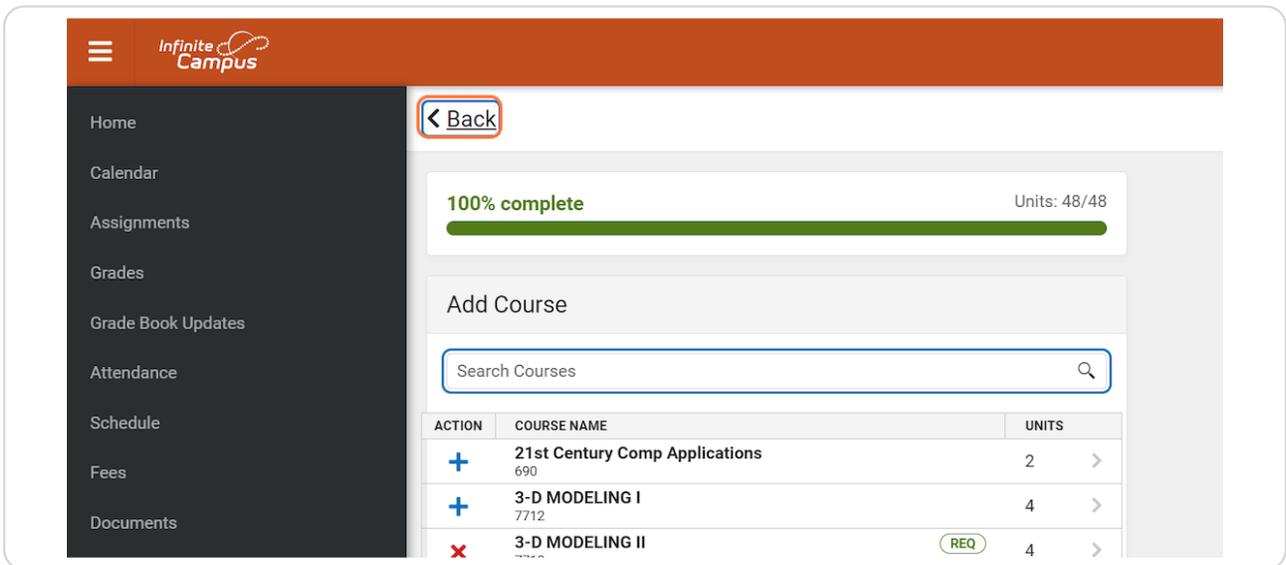
## Click on Alternate

- Click on Alternate
- You can add more than one alternate course



## Go to your completed list of courses

Click Back to see your complete list of chosen courses



# How to Delete Courses

On your list of courses you can select a course to delete

The screenshot shows a mobile application interface. On the left is a dark sidebar menu with options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area has a 'Back' arrow at the top left. Below it is a progress bar showing '100% complete' and 'Units: 48/48'. The 'Course Requests' section contains a table with columns 'COURSE NAME' and 'UNITS'. The table lists several courses, with 'ACTING' (ID 943, 2 units) highlighted with an orange border. Below the table is an 'ALTERNATES' button.

COURSE NAME	UNITS
IB ENGLISH - SR. IB106	4
ALGEBRA I/MATH 1 STEM CPA 41257	8
AP STATISTICS 491	8
AP US HISTORY AP 212	8
ACADEMIC SUPPORT 036C1	4
ADAPTED PHYS ED N 009	2
ART STUDIO H 912	4
<b>ACTING</b> 943	2
AP SPANISH AP 376	8
ADV CONCERT BAND 9974	8

Then click on Delete Request

The screenshot shows the details for the 'ACTING' course. The sidebar menu is the same as in the previous screenshot. The main content area shows '943 - ACTING' with a 'REQUEST' button. Below this is the 'FINAL GRADE - ART Credits: 1.500' and 'Units: 2'. A detailed description of the course follows. At the bottom, there are two buttons: 'Convert to Alternate' and 'Delete Request', with the latter highlighted by an orange border.

**943 - ACTING**  REQUEST

**FINAL GRADE - ART Credits: 1.500**  
Units: 2

**Acting I (943, 943FS):** This performance-based course is designed to teach students the fundamentals of stage performance. Students will work on monologues, scenes, and improvisational exercises. Students may take this class several times as each semester new material will be worked on. Students will evaluate their performance and the performances of their classmates through journal writing, open response, and oral discussion. Research projects on theatre history and written reviews of theatrical performance may be included as part of the class.



Click on Back to get to the course list again

The screenshot shows a user interface with a dark sidebar on the left containing navigation links: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area has a light background and includes a 'Back' button in a small box at the top left. Below it is a progress bar showing '96% complete' and 'Units: 46/48'. The course title is '943 - ACTING'. Underneath, it states 'FINAL GRADE - ART Credits: 1.500' and 'Units: 2'. A paragraph of text describes the course: 'Acting I (943, 943FS): This performance-based course is designed to teach students the fundamentals of stage performance. Students will work on monologues, scenes, and improvisational exercises. Students may take this class several times as each semester new material will be worked on. Students will evaluate their performance and the performances of their classmates through journal writing, open response, and oral discussion. Research projects on theatre history and written reviews of theatrical performance may be included as part of the class.'

## How to Convert an Alternate Course to a Requested Course

You can change an alternate course to a core course by selecting the course under alternates

The screenshot shows a user interface similar to the first one. The sidebar on the left is the same. The main content area has a 'Back' button at the top left. Below it is a progress bar showing '83% complete' and 'Units: 40/48'. The section is titled 'Course Requests'. Below this title is a table with two columns: 'COURSE NAME' and 'UNITS'. The table lists several courses with their IDs and unit counts, each with a right-pointing arrow. Below the table is a section titled 'ALTERNATES' with a red box around the 'ADV CONCERT BAND' course (ID 9974, 8 units). At the bottom of the page are two buttons: 'Add Course' and 'Print'.

COURSE NAME	UNITS
IB ENGLISH - SR. 1B106	4
ALGEBRA I/MATHEMATICS I CPA 412G	8
3-D MODELING II 7713	4
ACADEMIC SUPPORT 026C1	4
ADAPTED PHYS ED N 059	2
AP STATISTICS 401	8
CV US HISTORY II CP 809	8
ACTING 943	2
ADV CONCERT BAND 9974	8



And then click on Covert to Request

The screenshot shows a user interface for a course page. On the left is a dark sidebar with navigation options: Home, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Fees, Documents, Message Center, and More. The main content area has a 'Back' arrow at the top left. Below it is a progress bar labeled '83% complete' and 'Units: 40/48'. The course title is '9974 - ADV CONCERT BAND' with an 'ALTERNATE' button. Below the title, it says 'FINAL GRADE - MUSIC Credits: 3.000' and 'Units: 8'. A paragraph of text describes the course. At the bottom, there are two buttons: 'Convert to Request' (highlighted with a red box) and 'Delete Alternate'.

## How to Convert a Requested Course to an Alternate Course

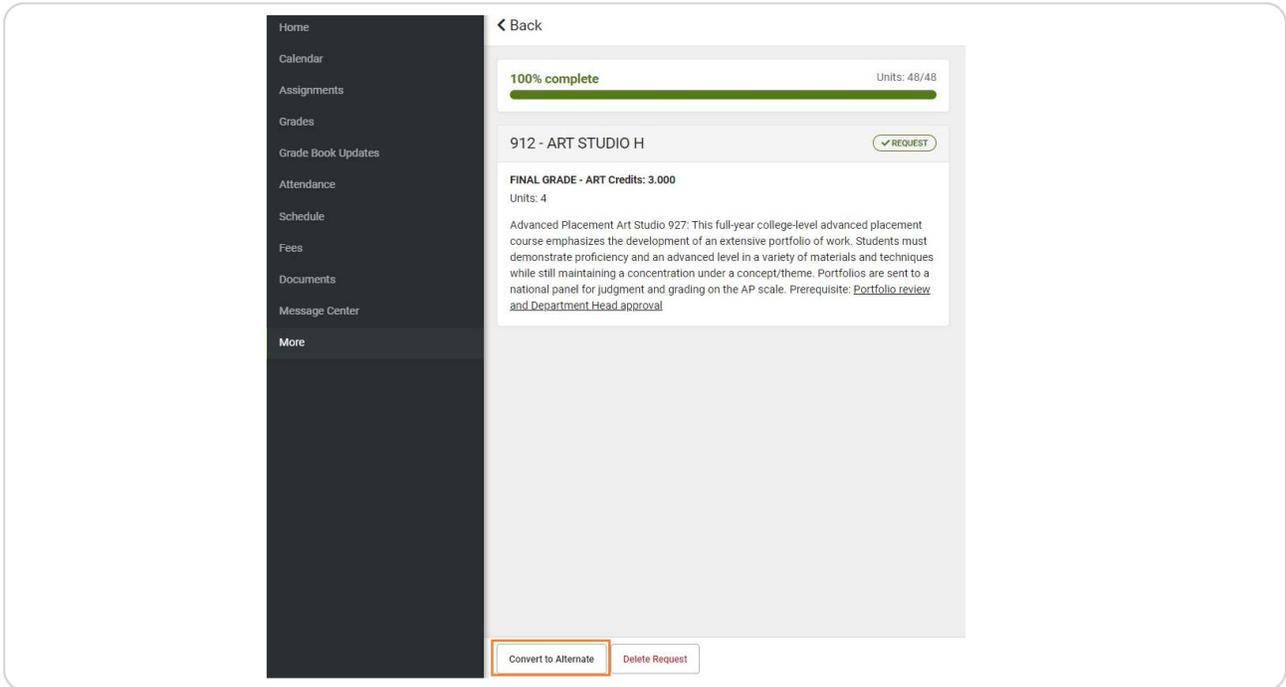
You can change an alternate course to a core course by selecting the course

The screenshot shows a 'Course Requests' table. The table has two columns: 'COURSE NAME' and 'UNITS'. The 'COURSE NAME' column includes course codes and titles. The 'UNITS' column shows the number of units for each course. The row for 'ART STUDIO H' (course code 912, 4 units) is highlighted with an orange border. Below the table, there is an 'ALTERNATES' button and a list of alternate courses, including 'ADV CONCERT BAND' (course code 9974, 8 units).

COURSE NAME	UNITS
IB ENGLISH - SR. IB106	4
ALGEBRA I/MATH 1 STEM CPA 412ST	8
AP STATISTICS 401	8
AP US HISTORY AP 212	8
ACADEMIC SUPPORT 036C1	4
ADAPTED PHYS ED N 009	2
<b>ART STUDIO H 912</b>	<b>4</b>
AP SPANISH AP 376	8
ACTING 943	2
ADV CONCERT BAND 9974	8

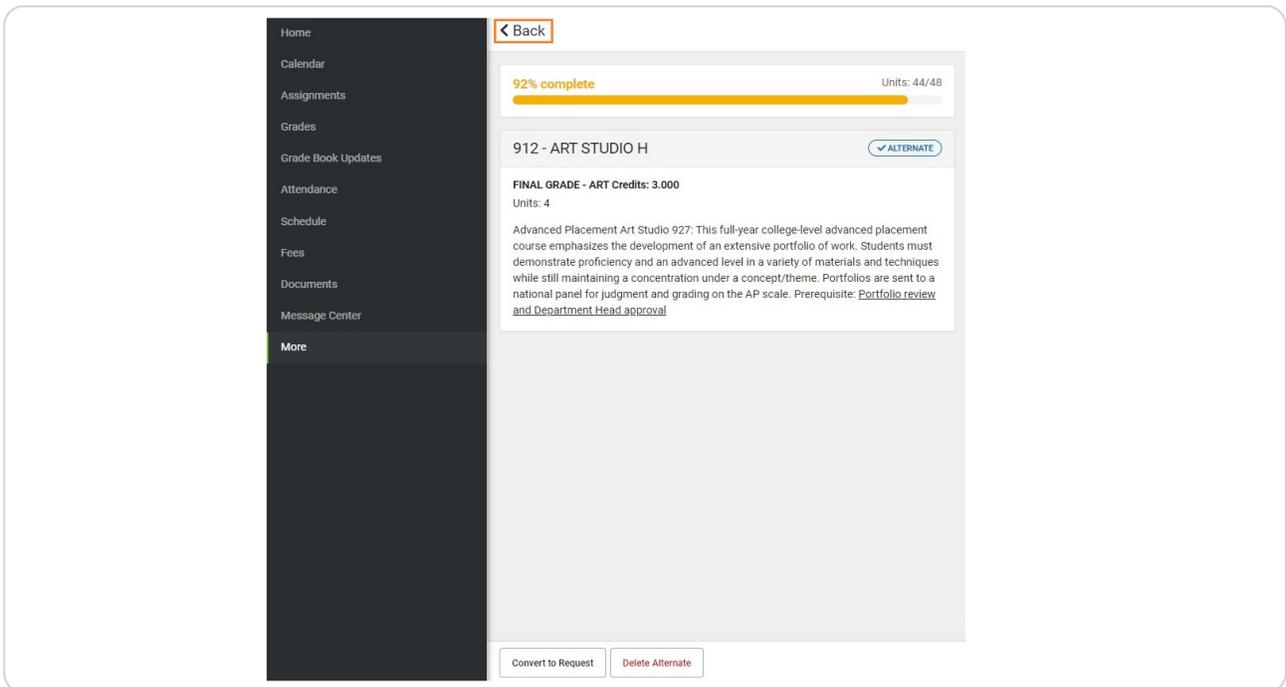


And then clicking on Convert to Alternate on the next page



This screenshot shows a course page for '912 - ART STUDIO H'. The progress bar is green and labeled '100% complete' with 'Units: 48/48'. A 'REQUEST' button is visible. The course description states: 'FINAL GRADE - ART Credits: 3.000 Units: 4. Advanced Placement Art Studio 927: This full-year college-level advanced placement course emphasizes the development of an extensive portfolio of work. Students must demonstrate proficiency and an advanced level in a variety of materials and techniques while still maintaining a concentration under a concept/theme. Portfolios are sent to a national panel for judgment and grading on the AP scale. Prerequisite: [Portfolio review and Department Head approval](#)'. At the bottom, the 'Convert to Alternate' button is highlighted with an orange box.

Click Back to go back to your course selection list



This screenshot shows the same course page, but the progress bar is yellow and labeled '92% complete' with 'Units: 44/48'. The 'REQUEST' button has been replaced by an 'ALTERNATE' button. The 'Back' button at the top left is highlighted with an orange box. At the bottom, the 'Convert to Request' button is now visible.

