

Course Registration Instructions

2024-2025 School Year

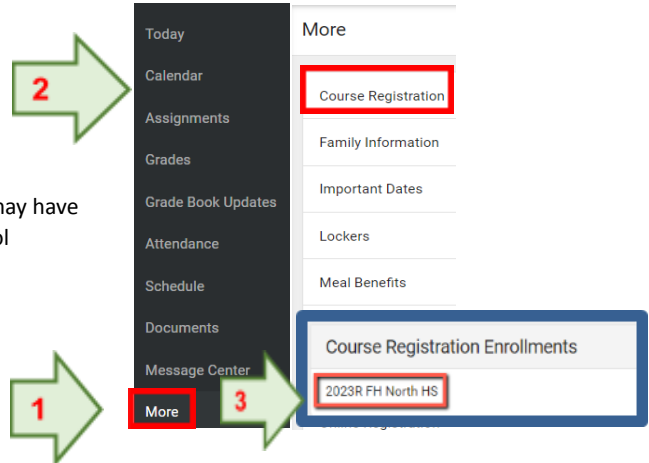
January 15-25

Login to Campus Student or Campus Parent to get started.

Select:

1. **More**
2. **Course Registration**
3. **2023R FH Example High School**

Example = school you will be attending next year. Some students may have the school they are attending this year listed. Disregard that school



Request Courses

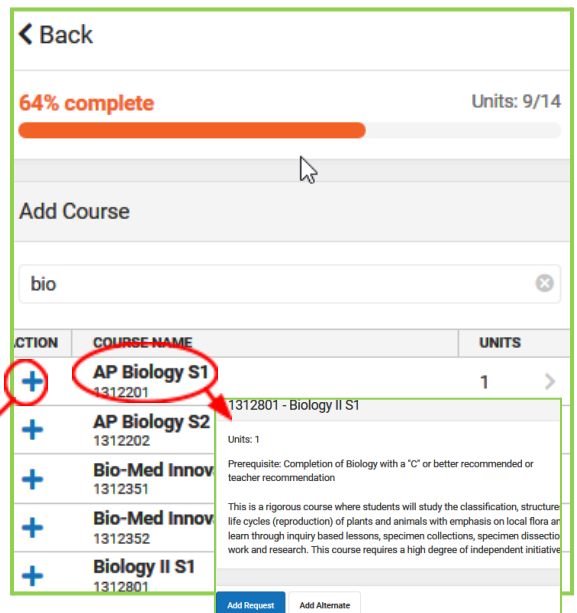
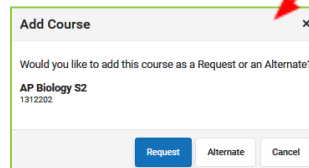
Required courses may already be listed by your school.

4. Click **Add Course** button.

5. Begin typing the name of the course in the **search** field. Matching results display.

6. Select the course by clicking on the **course name**. (Additional course information, including any prerequisites, will display).
Optionally, click on the **+ plus sign** for faster course selection.

7. Add the course by clicking **Add Request** or **Add Alternate**. (if instructed to choose alternates by your school)



8. Return to the **Add Course** search screen by clicking **< Back**.

Repeat steps 5-8 until you have a complete schedule.

The progress bar will be green and display 100% complete, with 14/14 units.

Important: If you select a year-long course, be sure to select **both semesters**.

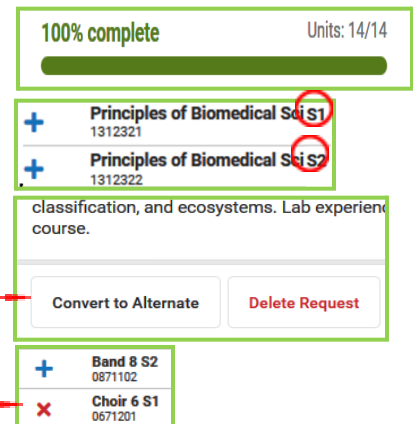
How do I change a course request to an alternate?

Select the course from your list of courses and click **Convert to Alternate**.

How do I delete a request?

Select the course from your list of courses and click **Delete Request**

Or click the red **X** to the left of the course name in the search results.



How do I print a copy of my Course Registration requests for my records?

Select **< Back** until you see the **Add Course** **Print** print button at the bottom of the window.

Course Enrollment Guides and helpful documentation are located on the Francis Howell District and School Websites

For Parents > Course Registration or **For Students > Course Registration**

https://www.fhdschools.org/parents/parent_portal/course_registration

For additional assistance logging in or with the registration process, you may also contact the FHSD Helpdesk at

help_desk@fhdschools.org or 636-851-HELP (4357)

7:30 a.m. – 4:00 p.m. Monday - Friday