

# Ponderosa High School Registration 2025-2026

## Student Registration Timeline & Checklist

**Thursday 1/23/2025**  
in Homeroom

- Watch Ponderosa High School Graduation Requirements (completed in Homeroom on 1/16/25)
- Watch Registration 101 Video & get your registration documents

**Note: if you have an IEP, you will receive a Personalized Learning Course List from your IEP Case Manager**

**Thursday 1/28/2025**  
in Homeroom

- Watch PHS Online Instructions for Registration Video (3 mins)

**Thursday 1/23/2025 – Thursday 1/30/2025**  
on your own

- Discuss course interests with your parents/guardians & current teachers**  
Reference the [PHS Academic Planning Course Guide](#) for detailed information about courses, including prerequisites, pathways, and etc. Please be thorough and intentional with your course research and requests. You may not be able to make any changes.
- Collect required signatures (student, parent/guardian, teachers)**  
Signatures are required for any course that has an \* or requires an application
- Complete registration form & advanced level contract**  
Make sure to choose alternate courses that you're interested in. They will be entered into your schedule if another request can't be satisfied.
- Request courses through the Infinite Campus registration portal AND submit the following 3 documents to the PHS Counseling Office:**
  - 1) PHS Registration Form & Advanced Level Contract 2025-26
  - 2) Copy of your Infinite Campus Course Requests (printed from the IC registration portal)
  - 3) Submit any required applications (if applicable based on your course selections)

**\*\*\*FINAL DEADLINE TO COMPLETE INFINITE CAMPUS REGISTRATION & SUBMIT REGISTRATION FORMS TO COUNSELING: Thursday, January 30, 2025 by 3:00pm\*\*\***

**Thursday 1/30/2025** Infinite Campus registration portal closes

## Student Registration Resources & Support

**\*\*\*Note: during the registration window (1/23/2025-1/30/2025), counselors are not available for individual student appointments\*\*\***

**Thursday 1/23/2025** (P6 & 7)

**Friday 1/24/2025** (P1-4) Counselors will be in your English class for registration Q & A

**Tuesday 1/28/2025** (P5)

**Monday 1/27/2025 & Tuesday 1/28/2025** Counselors will be available in the PHS Cafeteria during A & B lunches & Access to answer registration questions

- [DCSD 2025-26 Guide to Career & Technical Education, Concurrent Enrollment and Other Programs](#)
- [DCSD 2025-26 Legacy Campus Course Guide](#)

**DCSD Career Technical Education (CTE) Resources**

**\*\*\*REQUIRED APPLICATIONS:** [PHS CTE Initial Application 2025-26](#) AND Program Specific Application (as listed in the DCSD guides linked above)

Note: Students interested in requesting off-campus CTE courses should reference the [2025-26 CTE Pathways Open for Off-Campus IC Registration](#) document for course registration numbers and request courses through the Infinite Campus registration portal.



QR Code

**Visit the PHS Registration page**  
(located on the Counseling tab of the PHS Website)  
by scanning the QR code or visiting  
[bit.ly/registrationponderosa](https://bit.ly/registrationponderosa)

- PHS Registration Timeline & Checklist (this document)
- Registration Video
- Infinite Campus Registration Instructions
- Grade Level Course Lists
- Grade Level Registration Forms
- PHS Academic Planning Course Guide
- Four Year Academic Plan Form (credit check)



# PHS Instructions for Infinite Campus Online Registration

**\*In order to register, students must know their password for the Student Portal:**

User Name = student last name+first initial+middle initial

Password = # + Birth Year + Month + Day + Dcsd

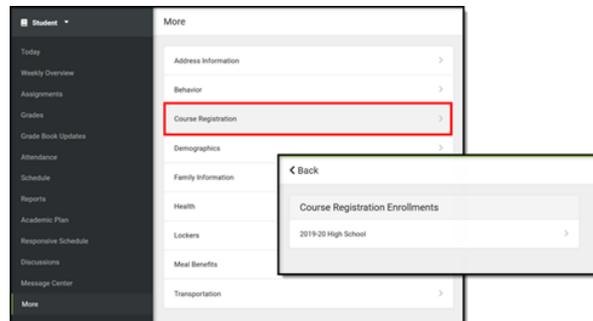
Example: Sally R Smith, Birthday 11-30-2008

User Name = smithsr

Password = #20081130Dcsd

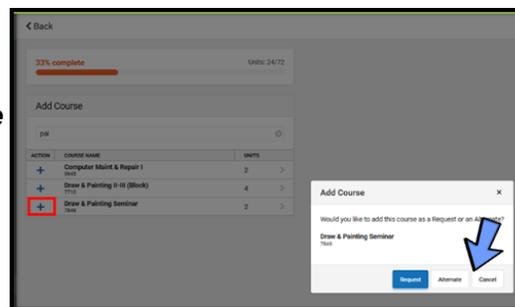
## To Register:

1. Log in to the Student Portal
2. Click on **“More”**
3. Click on **“Course Registration”**
4. Choose **“2025-2026 PHS”**

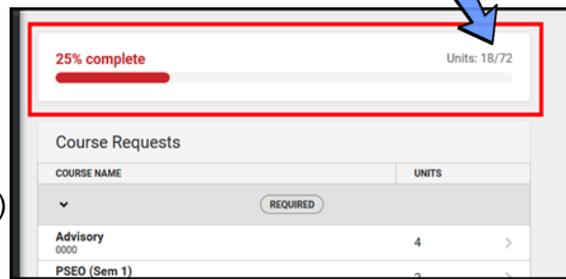


## Next, enter your course requests:

5. Click the **“Add Course”** button
6. In the search field, *try entering the first three letters of the course’s name or enter the course number*
7. When you find the correct course, click the **“+”** And then click on **“Request”**
8. Register for your core courses first, be sure to register for S1 and S2 for year long courses
9. Once registered for all of your courses, add alternate courses in order of preference
10. Return to the **“Add Course Screen”** by clicking **“Back”**
11. To remove a course request, click on the course name under **“Requested Courses”**, then click **“Delete Request”**
12. Please verify that you have registered for the appropriate min. number of courses by counting courses:



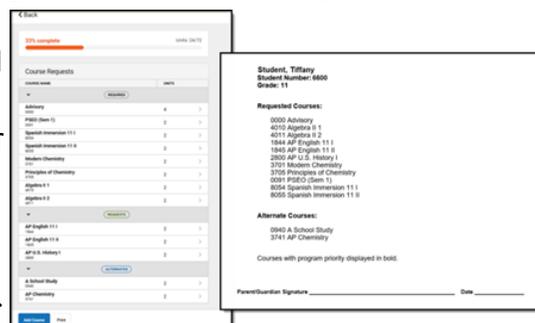
- Freshmen - 14 classes (7 per semester)
- Sophomores - 12 classes (6 per semester)
- Juniors - 12 classes (6 per semester)
- Seniors - 10 classes (5 per semester)



Don't worry about the progress bar. **If you do not want 7.0 credits, then you won't get to 100%. That is okay!**

## Now that you are registered:

13. Click the blue **“Print”** button on your **“Course Requests”** list. Print two copies - one to be turned in and the other for your records.
14. Lastly, STAPLE your **registration form & printed request summary** together. See your Student Registration Timeline & Checklist form for due dates and return locations. Turning your request in by the deadline will increase your chance of securing your desired courses.



Student First & Last Name:

Next Year's Grade Level (circle one):

**9**   **10**   **11**   **12**



## Ponderosa High School Registration Form 2025-26

Registration Info, Forms, & Course Descriptions: [bit.ly/registrationponderosa](http://bit.ly/registrationponderosa)

Semester 1 Requests				Semester 2 Requests			Current Teacher Signature
Subject	Course Name	Course Number	Credits	Course Name	Course Number	Credits	
English							
Math							
Science							
Social Studies							
Elective 1							<i>**only if required, see PHS Course Guide for details</i> S1 ..... S2 .....
Elective 2							<i>*only if required, see PHS Course Guide for details</i> S1 ..... S2 .....
Elective 3							<i>*only if required, see PHS Course Guide for details</i> S1 ..... S2 .....
<b>Semester 1 Credits Total:</b>				<b>Semester 2 Credits Total:</b>			

Alternate Elective Choices (THIS SECTION IS REQUIRED FOR ALL STUDENTS)			
1.	2.	3.	4.

Acknowledgements & Signatures		
<input type="checkbox"/> I confirm that I have carefully reviewed and selected the courses I wish to be enrolled in for the 2025-26 school year.		
<input type="checkbox"/> I understand that the master schedule is created based on student course requests, and as a result, schedule changes after submission may not be possible.		
<input type="checkbox"/> I acknowledge that not all requested courses may be available in the chosen semester.		
<input type="checkbox"/> I have completed the <u>Advanced Level Contract</u> for all Advanced Placement, Concurrent Enrollment, and Honors courses requested. (ON BACK OF REGISTRATION FORM)		
<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> Student Signature	<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> Parent/Guardian Signature	<div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <i>IEP Case Manager Signature (if applicable)</i>

**Counselor Office Use Only:**

Initials:

Date Reviewed:



# Ponderosa High School **Advanced Level Contract** 2025-26

Required for all Advanced Placement (AP), Concurrent Enrollment (CE), & Honors Course Requests

*\*\*\*Complete & turn in with your Registration Form\*\*\**

**As a student enrolling in an AP, CE, or Honors course, you are choosing a curriculum that goes beyond the regular high school graduation requirements. Students who participate in these classes are exposed to a level of rigor that better prepares them for college and other post-graduate endeavors. In order to be successful, it is important to understand that you are making a commitment to a course that demands the following:**

1. **Time Commitment** – weekends and long breaks can be used to stay on schedule with class content. Expect daily homework. Summer assignments are often required as well.
2. **Participation** – be prepared to take part in classroom discussions, simulations, and group work.
3. **Work Ethic** – having the discipline to meet the rigorous demands of these courses.
4. **AP Examination** – PHS students enrolled in AP classes are expected to register and take the corresponding AP exam in the spring. These exams are a major focus of the course content and instruction. There is a cost of \$99 (*subject to change*) for each AP exam taken.
5. **Fees & Materials** – Many AP/CE courses require that students purchase their textbook so they can be highlighted and annotated. Other AP/CE classes may have additional materials and/or lab fees.

## **Signed Statement of Participation Acknowledgements & Signatures**

By signing on the line below, you are in agreement with the guidelines set forth by the PHS academic departments, school administration, and counseling department for enrollment and participation in an advanced course (AP, CE, or Honors). Please initial each statement below, indicating your understanding.

\_\_\_\_\_ I have read the above outline and understand the obligations required in a typical advanced course environment.  
Student Initial Here

\_\_\_\_\_ I forego the immediate availability of dropping into a “regular” course during the school year.  
Student Initial Here

\_\_\_\_\_ I recognize the type of academic rigor associated with an advanced course offering.  
Student Initial Here

\_\_\_\_\_ I expect to be challenged and experience learning that prepares one for higher levels of education.  
Student Initial Here

\_\_\_\_\_ I understand that I will need to pay fees and purchase textbooks for advanced courses.  
Student Initial Here

**List each advanced course (AP, CE, or Honors) you are registering for below:**

Course 1 _____	Course 5 _____
Course 2 _____	Course 6 _____
Course 3 _____	Course 7 _____
Course 4 _____	Course 8 _____

Student Name (print) \_\_\_\_\_ Graduation Year \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_