

SEAFORD HIGH SCHOOL

ONLINE COURSE SELECTION DIRECTIONS

1. Login to Campus Student/Campus Parent.

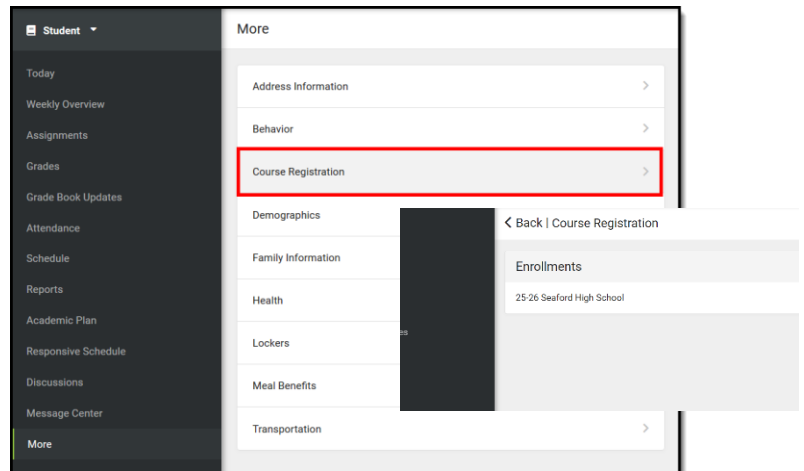
If using a student device/account:

- Using the Classlink homepage, click “Infinite Campus”.
- Because our district uses a “Single Sign-on” procedure, students can click “Student/Staff” Sign-On once you are already logged into your computer.

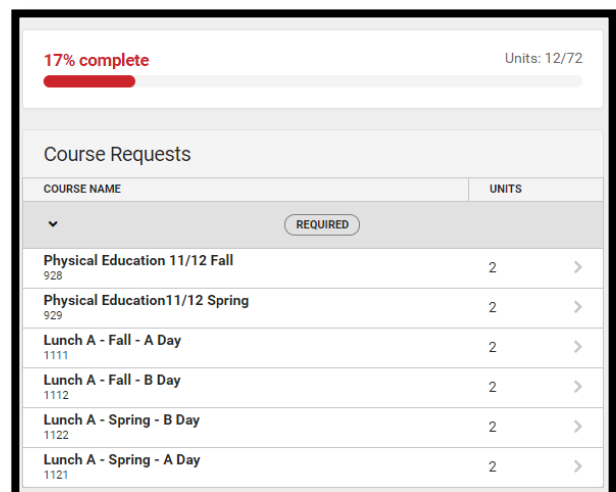
Students can also login through a parent/guardian account and use the same procedure below.

2. Once logged in, select **More** from the Index.

- Then select **Course Registration**. A list of Course Registration Enrollments displays.
- Select the desired enrollment: **25-26 Seaford High School**

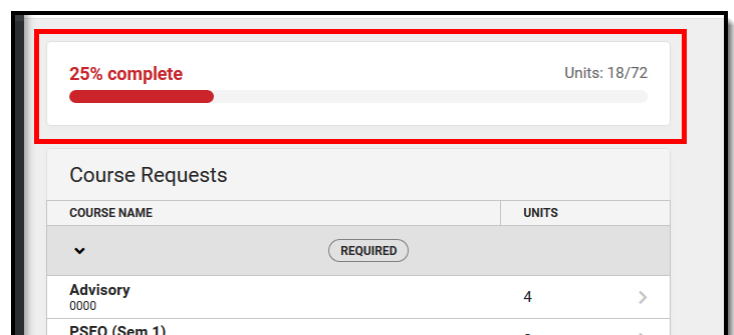


You are now ready to enter Course Requests. *You may be pre-loaded for some units.*



COURSE UNITS

The Course Units total indicates how complete your schedule is. In this example, the student has a full schedule when they have requested 72 units. This number is based on how the school calendar is set up. The color of the progress bar changes depending on the number of units requested, as does the total completion of the circle. A complete schedule (100%, top number is the same as bottom number) is green.



Request as many courses as instructed by your counselor. If you cannot request that many courses, work with your counselor to complete the process. If you have a course plan, refer to that when requesting courses.

The first number (in this example, 18) indicates how many units the students have requested. The second number (in this example, 72) indicates how many total units are needed.

- A course that meets every day all year = 8 units
- A course that meets every other day all year, or only for one semester = 4 units
- A course that meets two periods a day all year = 16 units
- Marching Band is 0 units because this organization meets after the school day.
- If you select any of the following lab science courses, you must also request the lab (the AP ENVES and AP Chemistry Lab Science courses are 16 units because they meet for 2 periods every day).

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. Return to the Add Course screen by clicking **Back**.
6. Repeat these steps until you have a complete or near complete schedule.

**You will see courses are listed alphabetically, not by department or grade.*

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**.

The left screenshot shows the 'Add Course' screen. At the top, there is a progress bar indicating '33% complete' and 'Units: 24/72'. Below this is a search bar with the text 'AP che'. A table of results is displayed below the search bar. The table has three columns: 'ACTION', 'COURSE NAME', and 'UNITS'. The first row shows a blue plus sign in the 'ACTION' column, 'AP Chemistry' in the 'COURSE NAME' column, and '2' in the 'UNITS' column. The right screenshot shows the details for '3741 - AP Chemistry'. It includes a description: 'Semester Grade - Science Credits: 1.000' and 'Units: 2'. At the bottom, there are two buttons: 'Add Request' and 'Add Alternate'.

The screenshot shows the 'Add Course' screen with a search bar containing 'pai'. A table of results is displayed below the search bar. The table has three columns: 'ACTION', 'COURSE NAME', and 'UNITS'. The first row shows a blue plus sign in the 'ACTION' column, 'Computer Maint & Repair I' in the 'COURSE NAME' column, and '2' in the 'UNITS' column. The second row shows a blue plus sign in the 'ACTION' column, 'Draw & Painting II-III (Block)' in the 'COURSE NAME' column, and '4' in the 'UNITS' column. The third row shows a blue plus sign in the 'ACTION' column, 'Draw & Painting Seminar' in the 'COURSE NAME' column, and '2' in the 'UNITS' column. A popup message is displayed on the right side of the screen, asking 'Would you like to add this course as a Request or an Alternate?'. The popup includes the course name 'Draw & Painting Seminar' and the course number '7846'. At the bottom of the popup, there are three buttons: 'Request', 'Alternate', and 'Cancel'.

REQUIRED, REQUESTED AND ALTERNATE COURSES

- Courses you requested display as **Requests**. These requests can be modified (changed to alternates, removed, etc.).
- Courses you requested as alternates display as **Alternates**. These requests can be modified (changed to requests, removed, etc.).
- Change a course request to an alternate by selecting it from your list of courses and clicking the **Convert to Alternate** button.
- Delete a request by clicking the red X from the Search Results or by selecting the course and clicking **Delete Request**.
- When your counselor begins adding courses to student schedules, requested courses and required courses are given a higher priority for placement on your schedule. Alternate course requests are placed when the requested or required courses cannot be placed.

Review Course Requests

When finished requesting courses, review the requests you have made and make adjustments as needed.

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

The image shows a digital interface for managing course requests. On the left is a 'Course Requests' table with columns for 'COURSE NAME' and 'UNITS'. It lists various courses categorized into 'REQUIRED', 'REQUESTED', and 'ALTERNATES'. On the right is a summary page for a student named Tiffany, showing her student number (6600) and grade (11). It lists her 'Requested Courses' and 'Alternate Courses'. At the bottom of the summary page, there are lines for 'Parent/Guardian Signature' and 'Date'.

COURSE NAME	UNITS
REQUIRED	
Advisory 0000	4
PSEO (Sem 1) 0091	2
Spanish Immersion 11 I 0054	2
Spanish Immersion 11 II 0055	2
Modern Chemistry 3701	2
Principles of Chemistry 3705	2
Algebra II 1 4010	2
Algebra II 2 4011	2
REQUESTED	
AP English 11 I 1844	2
AP English 11 II 1845	2
AP U.S. History I 2800	2
ALTERNATES	
A School Study 0940	2
AP Chemistry 3741	2

Student, Tiffany
Student Number: 6600
Grade: 11

Requested Courses:

0000 Advisory
4010 Algebra II 1
4011 Algebra II 2
1844 AP English 11 I
1845 AP English 11 II
2800 AP U.S. History I
3701 Modern Chemistry
3705 Principles of Chemistry
0091 PSEO (Sem 1)
8054 Spanish Immersion 11 I
8055 Spanish Immersion 11 II

Alternate Courses:

0940 A School Study
3741 AP Chemistry

Courses with program priority displayed in bold.

Parent/Guardian Signature _____ Date _____