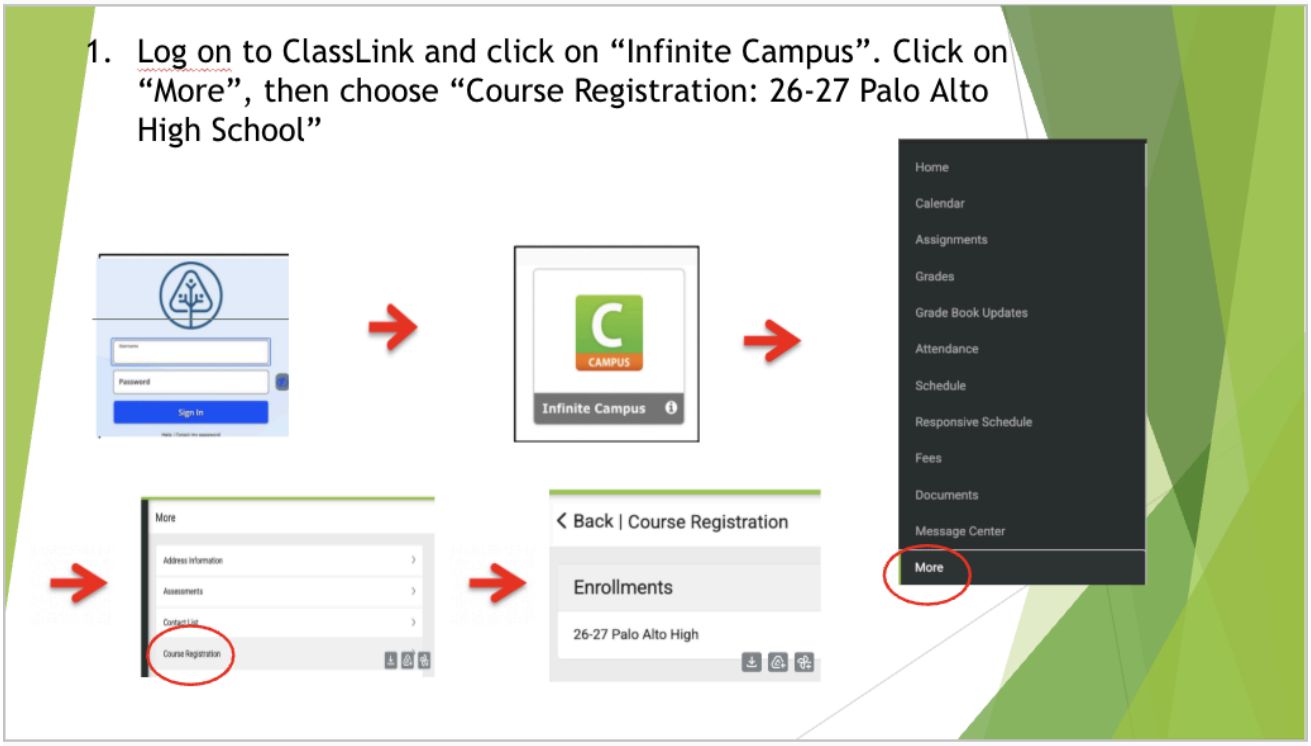
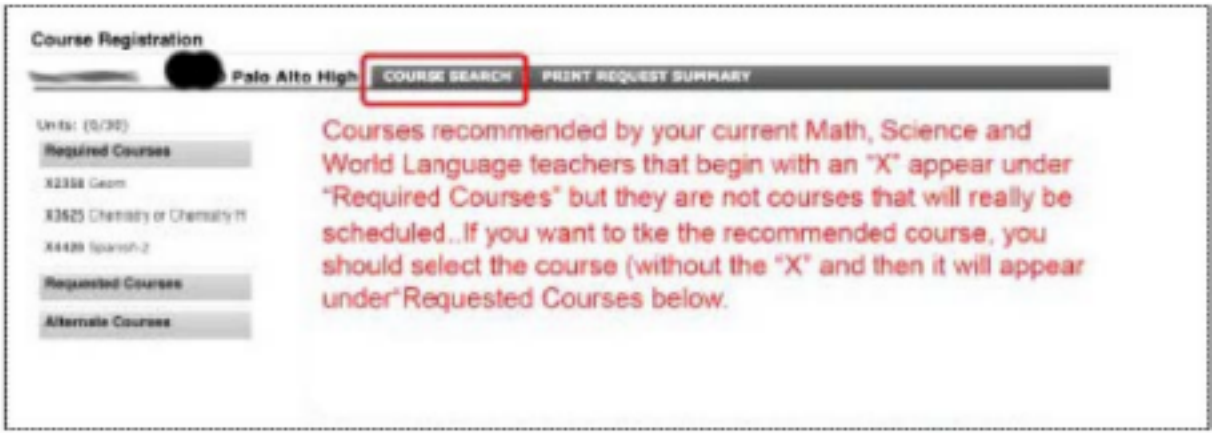
Palo Alto High School - Requesting Courses through Infinite Campus

1. Log ClassLink and click on "Infinite Campus." Click on "Course Registration: 26-27 Palo Alto High School."



2. You will see some courses already "recommended" for you by your current Math, Science, and World Language teachers (course numbers starting with "X") under "Required Courses." **If you want to take a Math, Science and/or World Language class, make sure that the course (without "X" in course number) appears under "Requested Courses."** To request courses, click on the "Course Search" tab. To delete a course, click on the course name under "Requested Courses" and select "Drop this Request." **Don't forget to select ALTERNATES.**

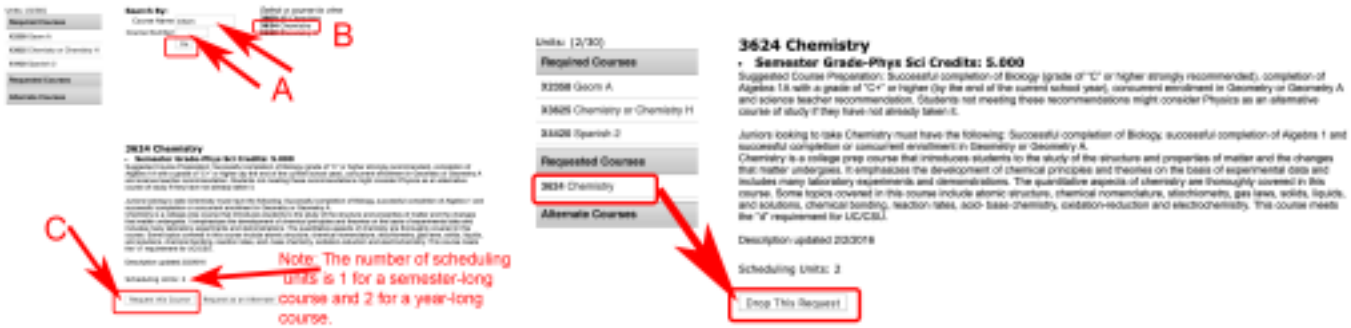


3. To request courses, click on the "Course Search" tab, and then:

A. Type the course number or the first few letters of the course you are searching for as it is listed in the Course Catalog and on your Course Selection Sheet and click "Go".

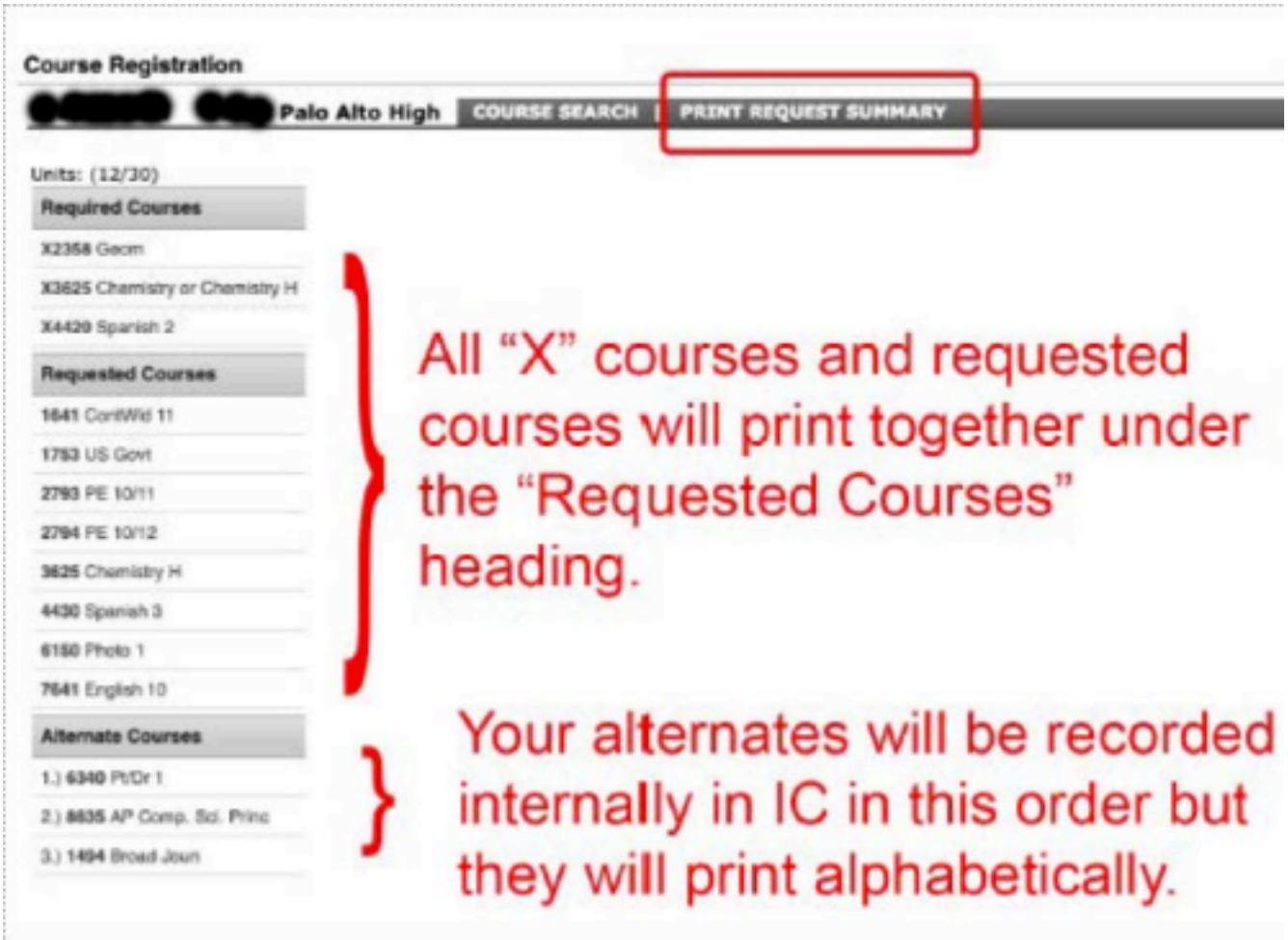
B. Select a course from the list that pops up.

C. Click "Request this Course" for courses that you wish to take or "Request as Alternate" for your alternates. The length of the course is indicated by the number of scheduling units: 1 for a semester-long course and 2 for a year long course.



4. Continue choosing all of your courses, including alternates, in order of preference.

5. Once you have selected all of your courses, you can print your requests by clicking on "Print Request Summary" at the top of the page.



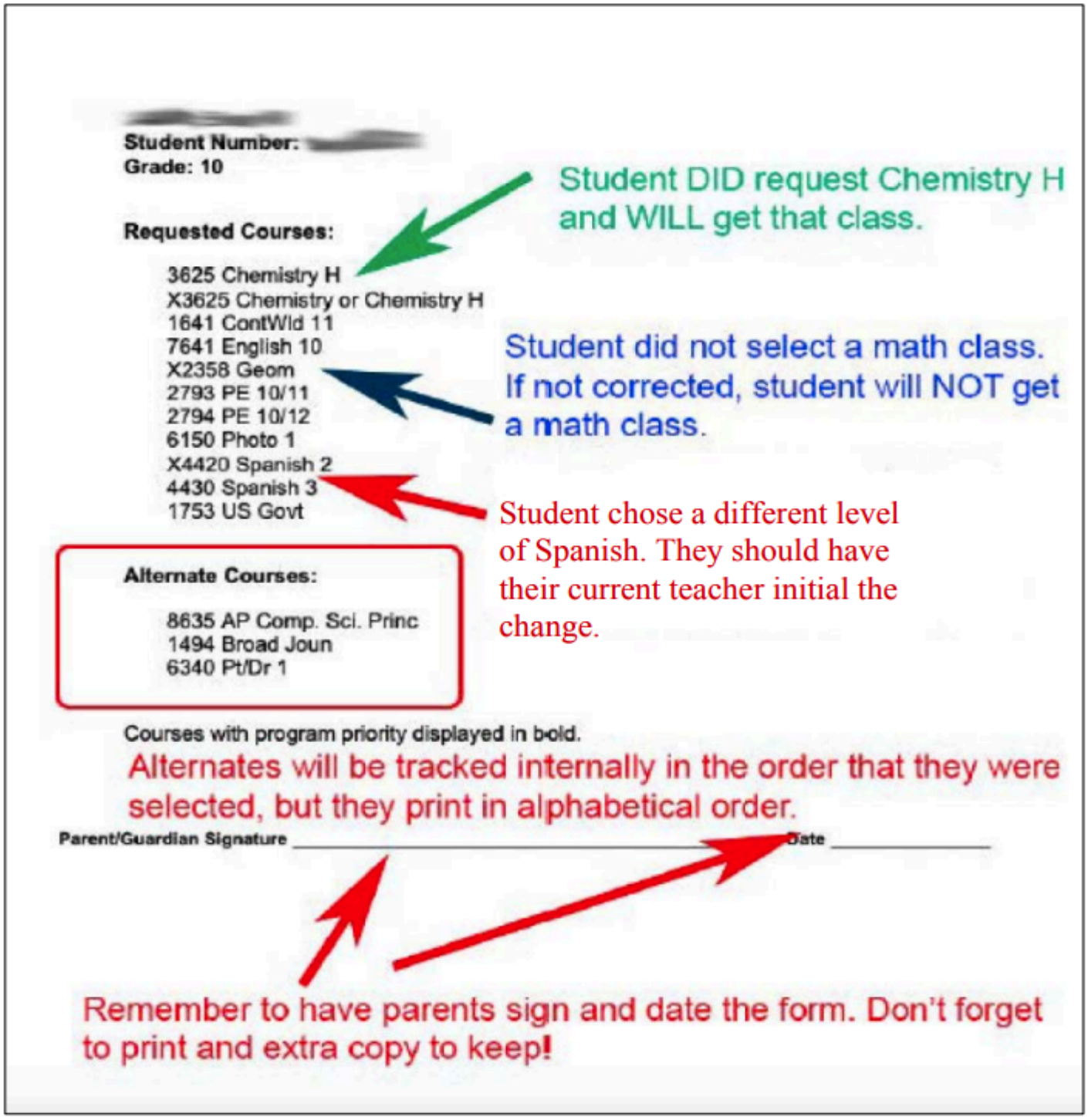
6. Print the summary, have your parents and your case manager (if you have an IEP) sign and date it, and bring it to your TA during Advisory as advised.

Print an extra copy for yourself, because you will NOT be able to see it later.

Note that on the printed Request Summary:

1. The courses that were requested for you and the courses that you request will show up together under the "Requested Courses" heading.
2. The courses the you chose as alternates with print in alphabetical order, but they will be recorded internally in Infinite Campus in the order that you chose them. (the order in the image above) We will use your list of alternate requests in case we are unable to schedule you into one of your preferred requests.

7. Screenshot of the printed Request Summary on the next page. . . .



Questions: Contact Kristine Ludemann (kludemann@pausd.org) in 410 with TECHNICAL questions. Contact your TA for all other questions.