



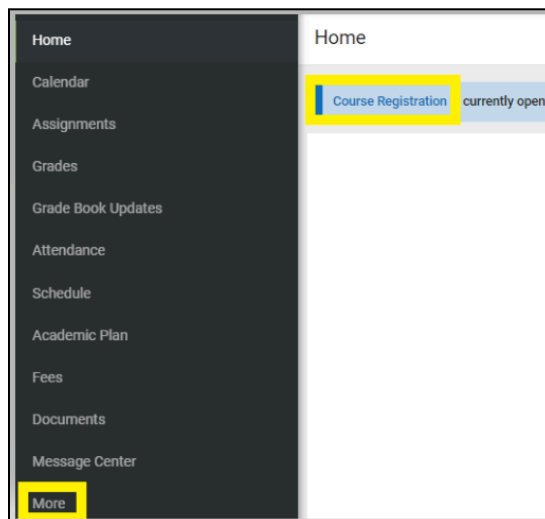
# Course Registration Instructions - Infinite Campus

**Step 1** Log into your IC parent account ([parent/guardian](#))

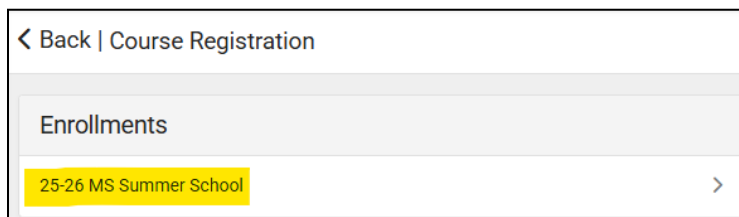
If you need assistance with your login information, please contact the Middle School office.

**NOTE:** If you have multiple students in the district, you will need to select the student you are completing course registration for.

**Step 2** Click on [Course Registration](#) OR from the left side menu, select More and then Course Registration from the pop up.



**Step 3** Click on **25-26 MS Summer School** which will open the Course Requests page.



**Step 4** Select **Add Course** to view summer school course options.

< [Back](#) | Course Requests

Not started Units: 0/3

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Courses

No course requests.

[Add Course](#)



Courses		
<b>Search Courses</b>		
<input type="text" value="Search Courses"/>		🔍
M1002SS - Artful Creations	1 Unit	<a href="#">Add</a>
M2006SS - Creating Writing	1 Unit	<a href="#">Add</a>
M2012SS - Crochet Club	1 Unit	<a href="#">Add</a>
M1009SS - Dungeons and Dragons Adventure	1 Unit	<a href="#">Add</a>
M2002SS - Graphic Novel Book Club	1 Unit	<a href="#">Add</a>
M2008SS - History of Pop Culture	1 Unit	<a href="#">Add</a>
M6003SS - Hot Math Summer	1 Unit	<a href="#">Add</a>
M7001SS - I've Got Rhythm	1 Unit	<a href="#">Add</a>
M1008SS - Kitchen Creations	1 Unit	<a href="#">Add</a>
M6004SS - Math in Action	1 Unit	<a href="#">Add</a>
M2007SS - SM: Past, Present, Plate	1 Unit	<a href="#">Add</a>
M7541SS - Speed, Strength/Agility (SAS)	1 Unit	<a href="#">Add</a>
M1011SS - The Unplugged Project	1 Unit	<a href="#">Add</a>
M2005SS - True Teens/Events in History	1 Unit	<a href="#">Add</a>
M1010SS - Unplugged!	1 Unit	<a href="#">Add</a>

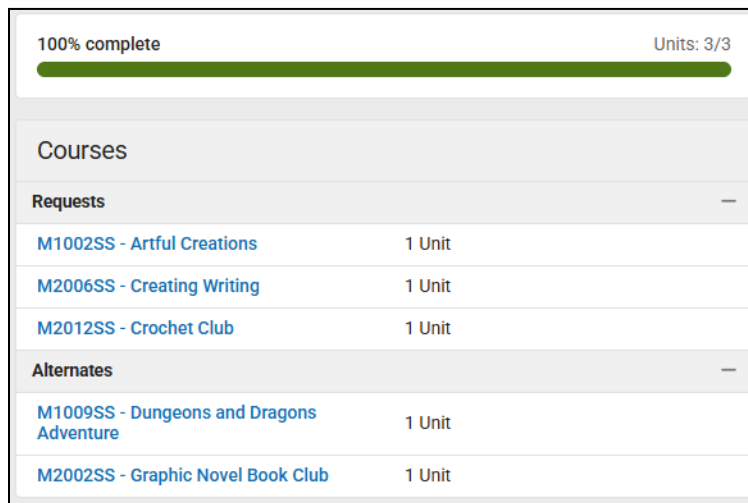
**Step 5** Select summer school courses:

- Click on the **Add** button and a pop out will appear asking if you want to add the course as a Request or Alternate.
  - Choose Request or Alternate: You can select up to three (3) Requests for a full schedule.
  - **NOTE:** Choose up to two (2) Alternates in case of course cancellations. Courses will not run if they have insufficient enrollment requests.

**OR**

- Click on the course name to see a description of the course and use the **Add Request** button at the bottom to select.
- Once a Request has been submitted, the status bar will populate. It will reach 100% when three (3) Request courses have been selected.
- Students are encouraged to take a full schedule which will total to 100%.
- Course Requests and Alternates are automatically saved.
- If you make a mistake and want to change a course, click the Delete button.
  - A pop up will appear asking you to delete the request. Or click on the course name and select Delete Request at the bottom of the screen.
- When all courses have been selected, click **< Back** at the top of the window. Course Requests and Alternates are automatically saved.
- At this point, verify the requested courses making sure there are at least two (2) Alternate requests in case of course cancellations.

**Sample - Full Schedule with 2 Alternates**



The screenshot displays a user interface for course selection. At the top, a green progress bar indicates '100% complete' and 'Units: 3/3'. Below this, the 'Courses' section is divided into two sub-sections: 'Requests' and 'Alternates'. Each sub-section contains a list of courses with their respective unit values.

Requests	
M1002SS - Artful Creations	1 Unit
M2006SS - Creating Writing	1 Unit
M2012SS - Crochet Club	1 Unit

Alternates	
M1009SS - Dungeons and Dragons Adventure	1 Unit
M2002SS - Graphic Novel Book Club	1 Unit

- *OPTIONAL:* Click on Print at the bottom of the window to obtain a copy of the course selections for your records. The printed page should not be signed and/or returned.
- Complete course selections for additional students by selecting another student from the top right.
- When Course Registration is complete, log out of Infinite Campus.