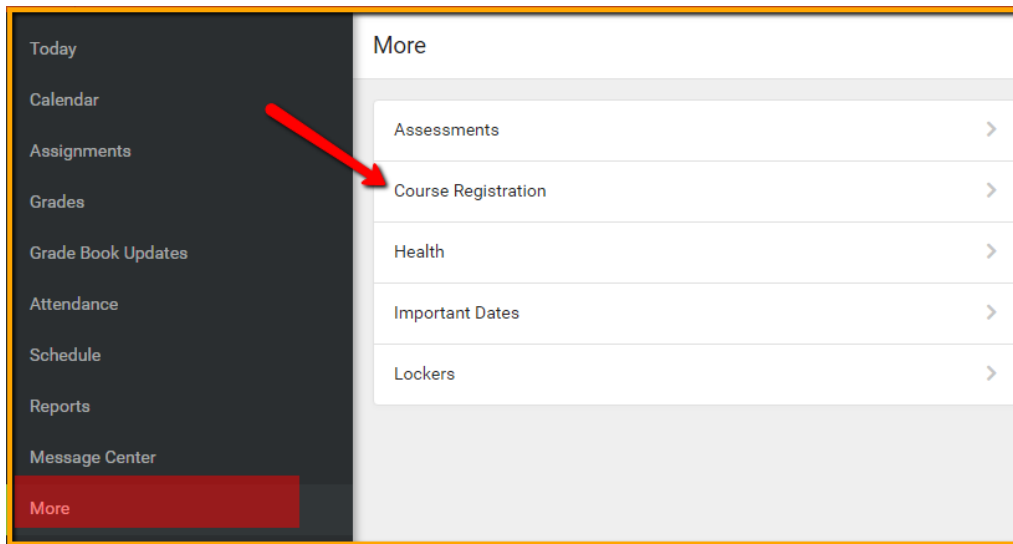


[Course Request Process on Student Portal](#)

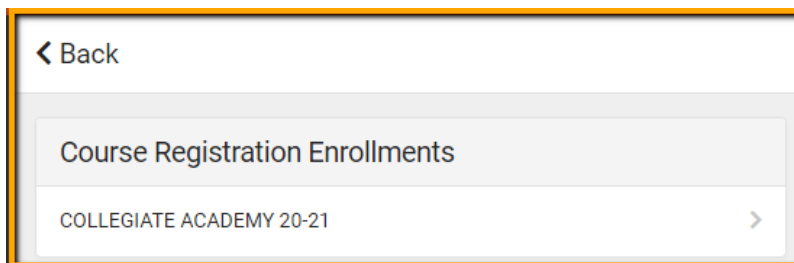
(1) Log in to your Infinite Campus account,

click the **More** tab from the bottom of the index on the left,

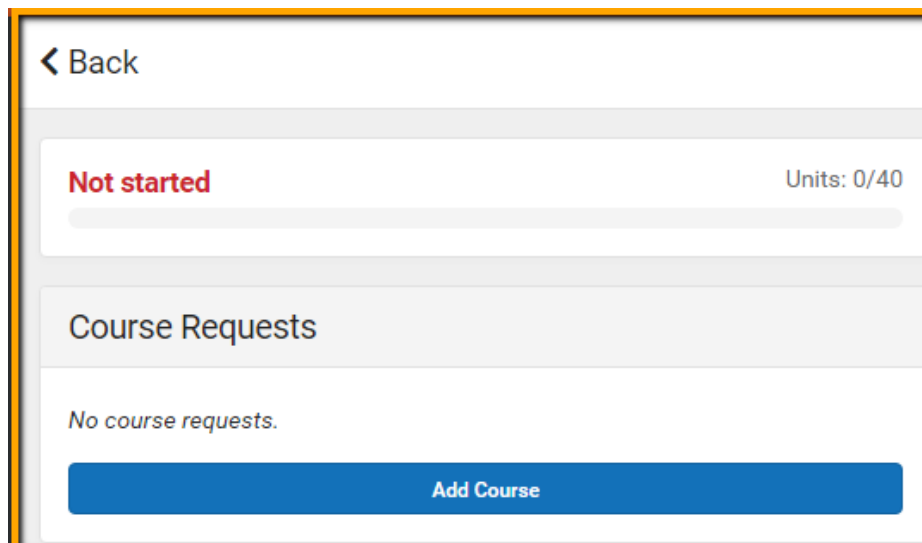
Select the **Course Registration** from those options:



You will see this screen – click on the school year for which you are registering:

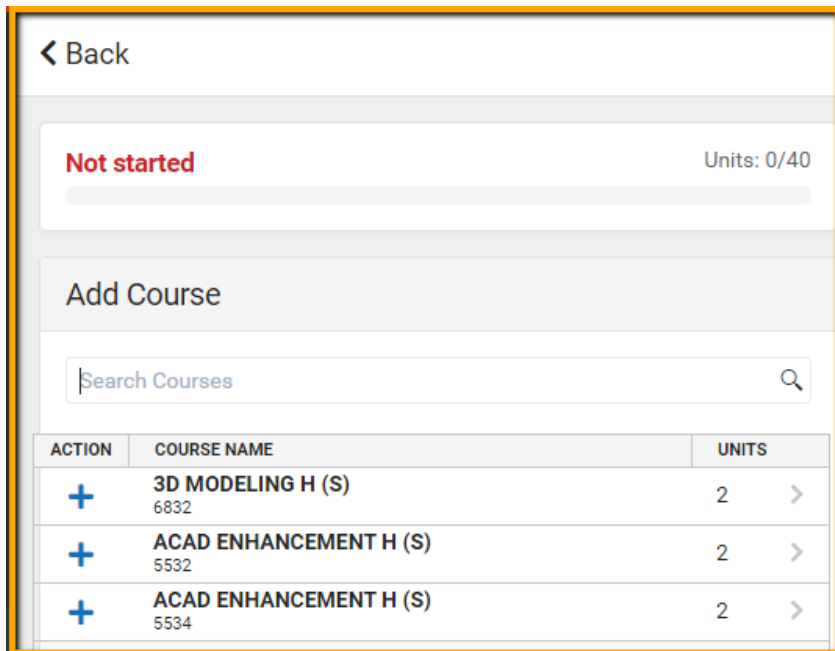


The next screen will initially look like this:



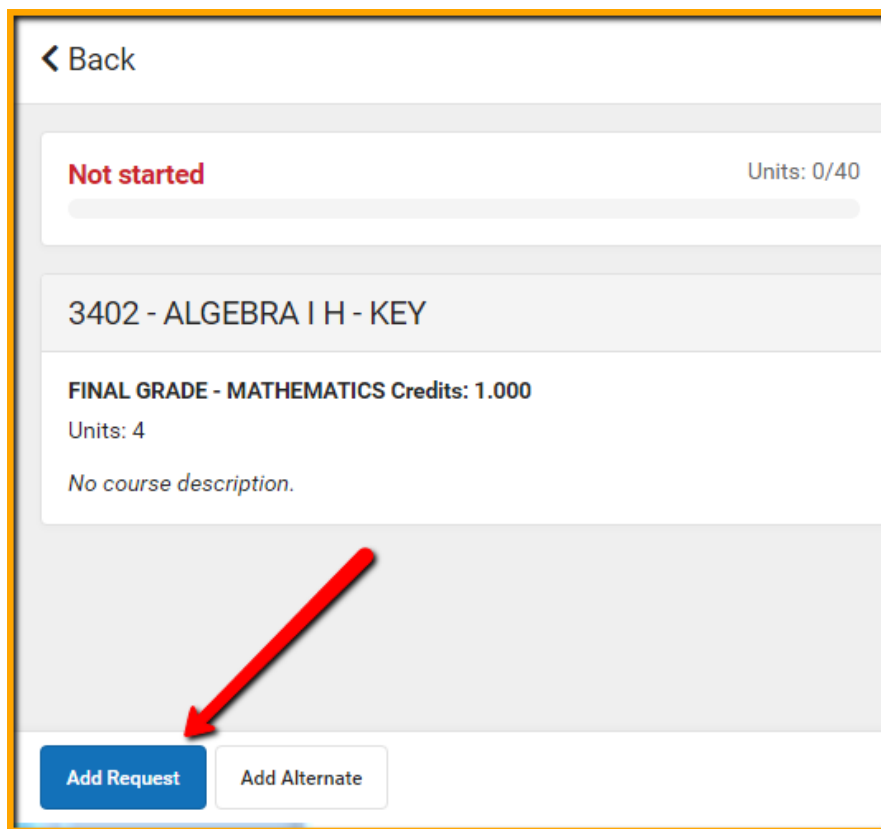
Click on **Add Course** to begin request selection.

To ensure you are choosing the correct course, please use the course number listed on your schedule card: Please do not search course by name as it may not be offered at our school or may be out of course sequence.



(2) Verify the course selected.

If this is one of the **REQUIRED COURSES** or **ELECTIVE COURSES** on your schedule card, click **Add Request**:



(3) Click on the [<Back](#) button to search for the next course

- Continue adding the **REQUIRED COURSES** and **ELECTIVE COURSES** from your schedule card until *Units* has (32/40) next to it.
- If that number is under 32, you have not added enough classes.
- If that number is over 32, you have added too many classes. (See exception below.)
- **IMPORTANT NOTE ABOUT DUAL ENROLLMENT.** If you are enrolling in a Dual Enrollment class next year, you must still request enough classes to reach 32/40 here at Collegiate Academy. Each of your Dual Enrollment classes will add another four units to that. For example, if you are requesting one Dual Enrollment class, your units will be 36/40.

(4) Once you have 32/40, begin adding **ALTERNATE COURSES**.

(Those are the courses you'll be placed in if we cannot place you in your requested courses.)

You will click [Add Alternate](#) under these classes.

(5) When finished adding classes click on the [<Back](#) button until you get to your course request list:

< Back

80% complete

Units: 32/40

Course Requests

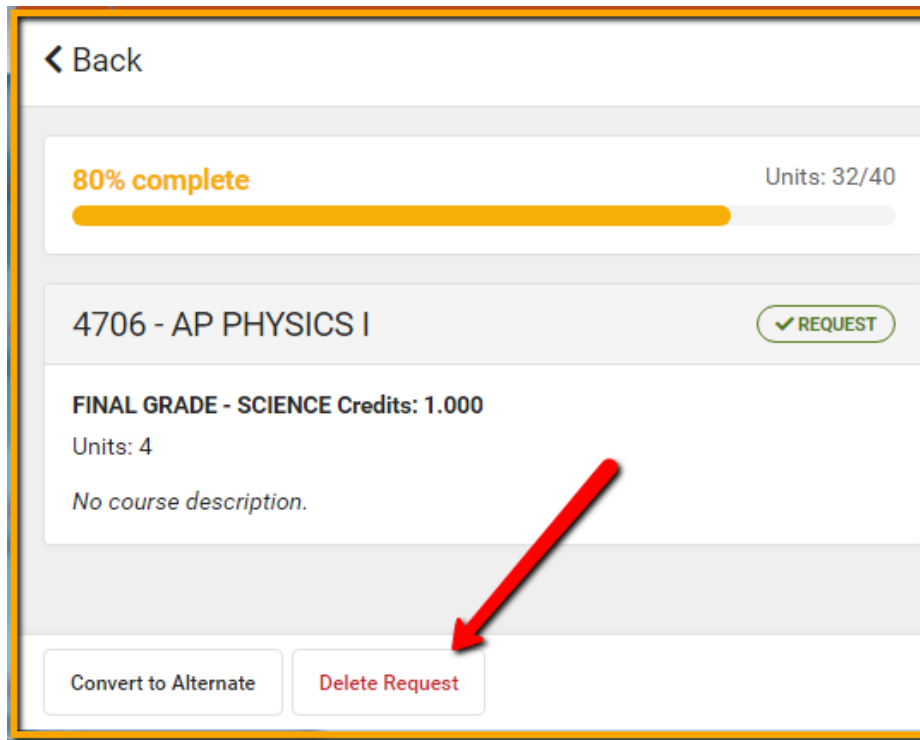
COURSE NAME	UNITS
▼ REQUESTS	
ALGEBRA I H - KEY 3402	4 >
ENG LANG ARTS 11 H 1608	4 >
AP PHYSICS I 4706	4 >
WELLNESS/FITNESS I H (S) 9426	2 >
BIOLOGY H - KEY 4502	4 >
MOD AM HIST H 2602	4 >
JAZZ BAND I H 8702	4 >
LATIN II H 1952	4 >
INTL RELATIONS H (S) 2836	2 >
▼ ALTERNATES	
THEATRE PROD H (S) 1840	2 >

Add Course

Print

(6)

(7) If you want to remove a class that you've added, click on the class on from your request list and on the next screen click the **Delete Request** button:



Remember:

- You should only have 32 units unless you are taking a dual enrollment class (rising juniors & seniors only)
- Courses with an "*" are by audition/permission only. If you select one of these classes without prior approval, you will be not be scheduled into that class.
- All students are required to take an ELA, Math, Science, Social Studies class each year. Graduation requirements are listed on page 2 for Collegiate students and 57 for Visual & Performing Arts students.