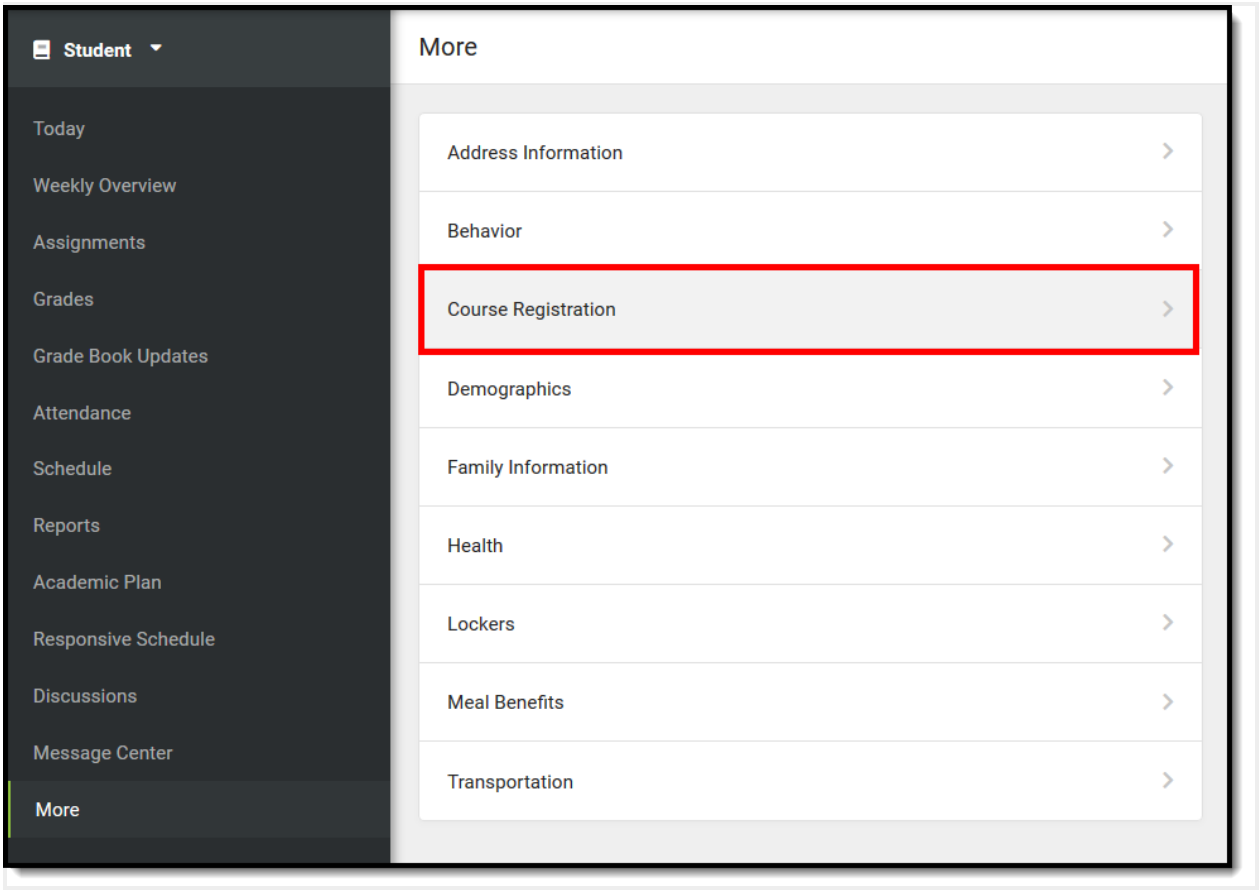
Course Registration: Students/Parents can enter course requests directly into Infinite Campus for the 2021-2022 school year. This is just a course request process; it does not guarantee placement into a course.

If you do not see the Course Registration after selecting More from the Index, contact the school counseling office. (khinkledire@cksdbulldogs.com)

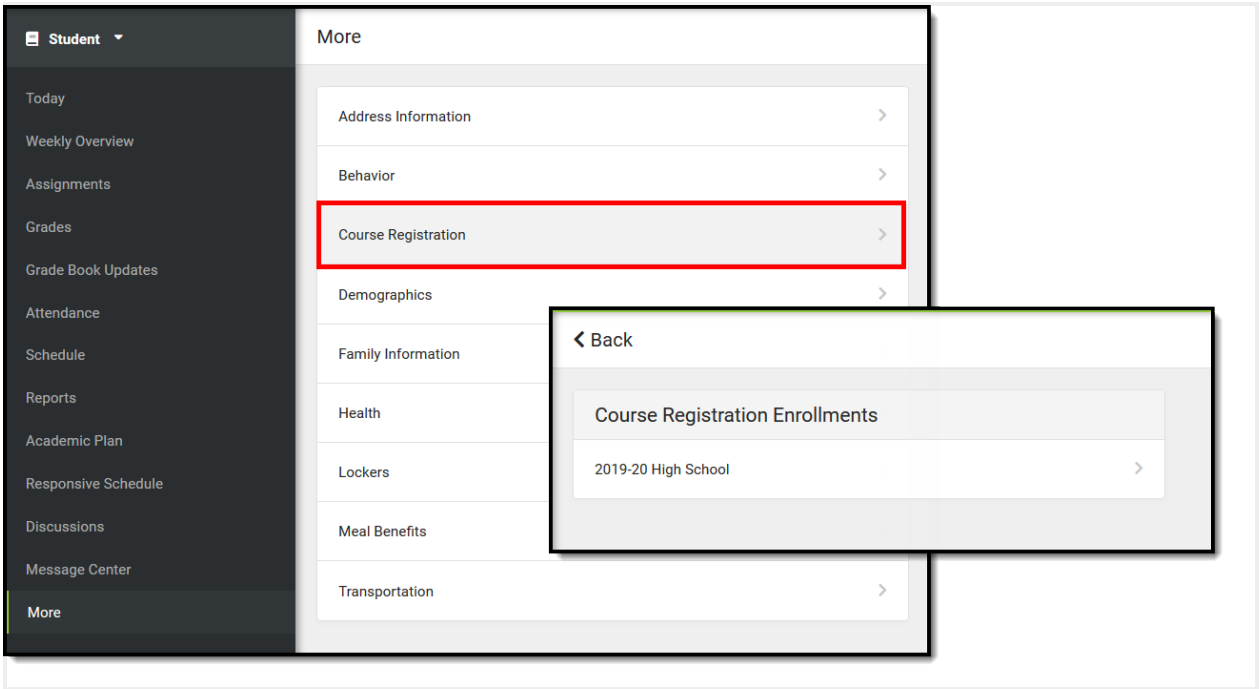
If you do not have access to Campus Student or Campus Parent, contact your school's Tech Department. (support@cksdbulldogs.com)

Select Enrollment

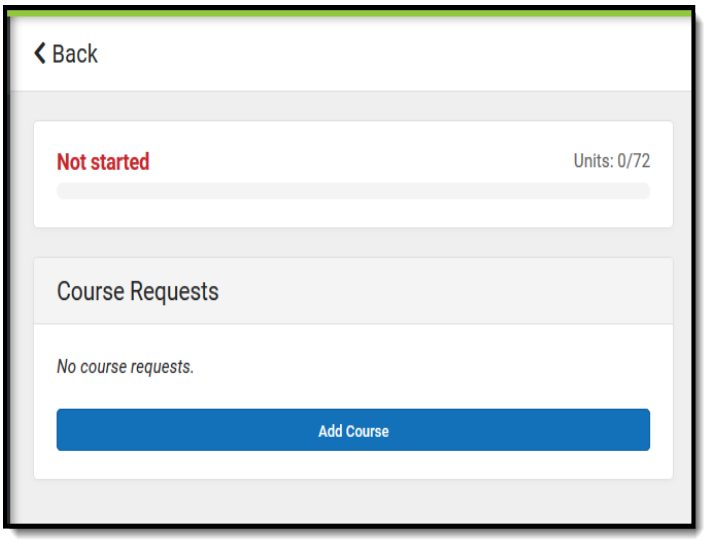
1. After logging in to Campus Student/Campus Parent, select **More** from the Index. Then select **Course Registration**.

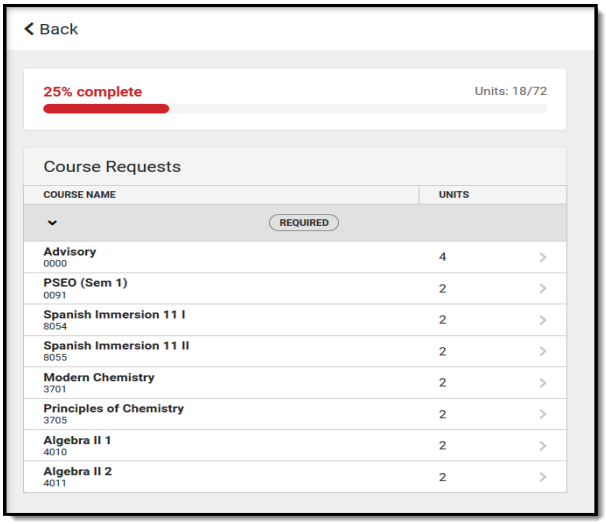


2. Select the desired enrollment year. This is usually the next school year's enrollment (if the current school year is 2020-2021 High School and you are currently in Grade 10, the next school year's enrollment is 2021-202 High School where you will be requesting courses for Grade 11).



You are now ready to enter Course Requests. When there are currently no course requests, a screen like the image on the left below displays. If some course requests have been entered, a screen like the image on the right displays.





Required, Requested and Alternate Courses

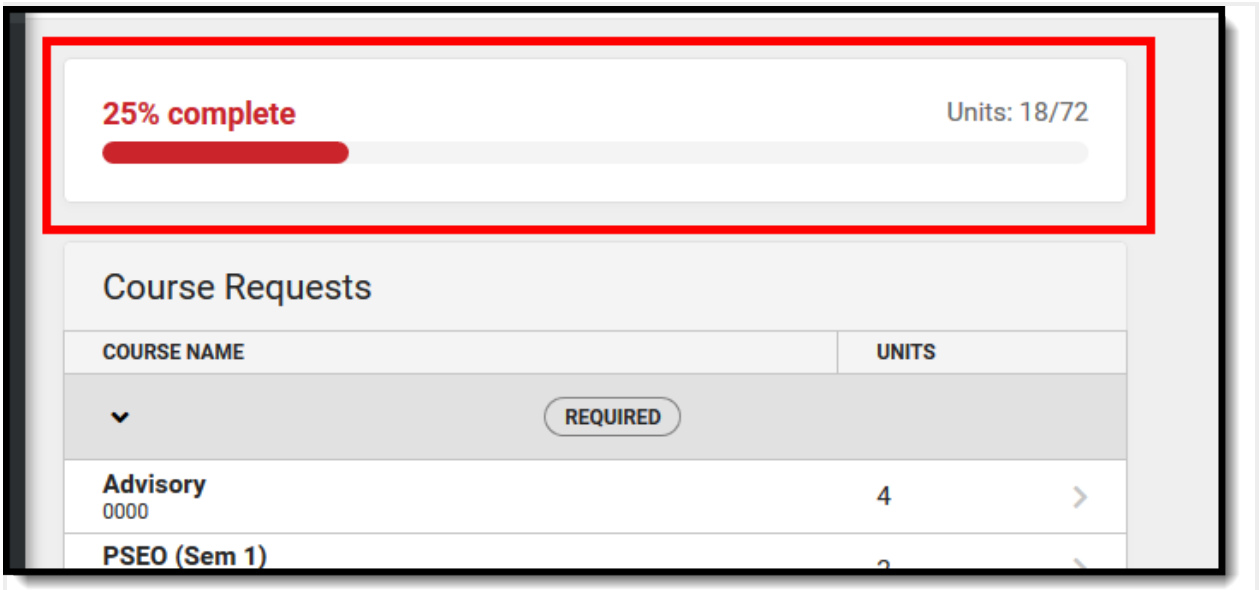
- Courses that your counselor added display as **Required**. Changes to these requests cannot be made (but you can discuss these choices with your counselor).
- Courses you requested display as **Requests**. These requests can be modified (changed to alternates, removed, etc.)
- Courses you requested 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.

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.

- 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.



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.

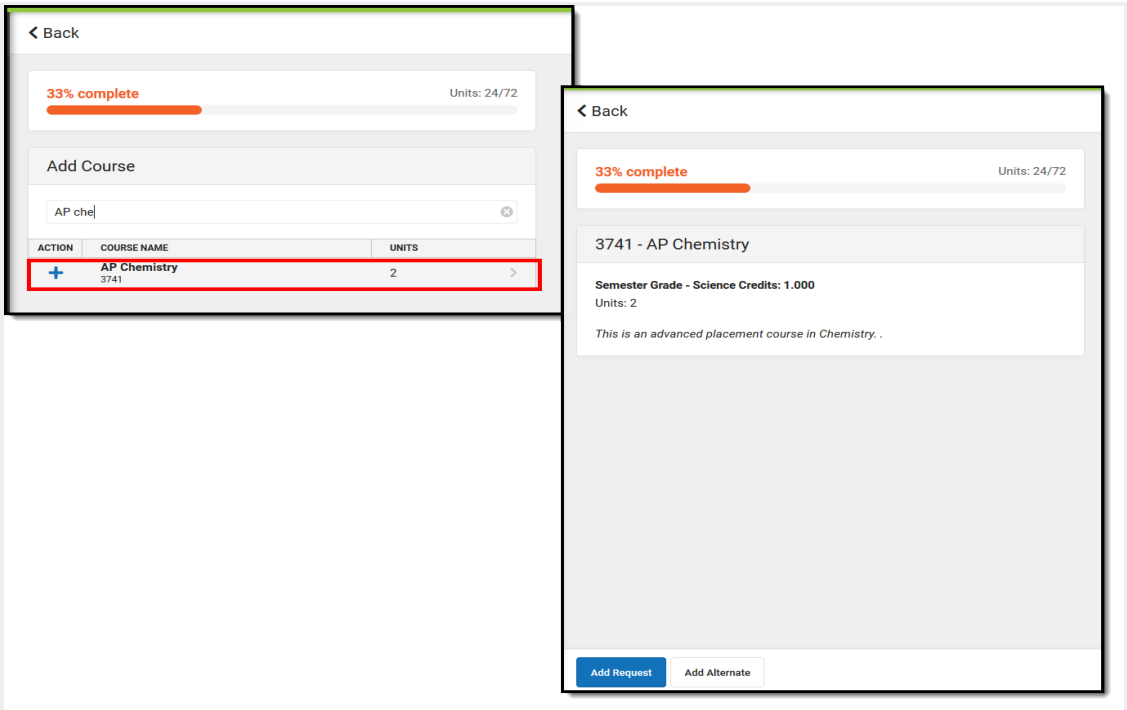
- A complete schedule (100%, top number is the same as bottom number) is green.
- A schedule that is between 67% and 99% completed is yellow.
- A schedule that is between 34% and 66% completed is orange.
- A schedule that is between 0% and 33% completed is red.

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.

Request Courses

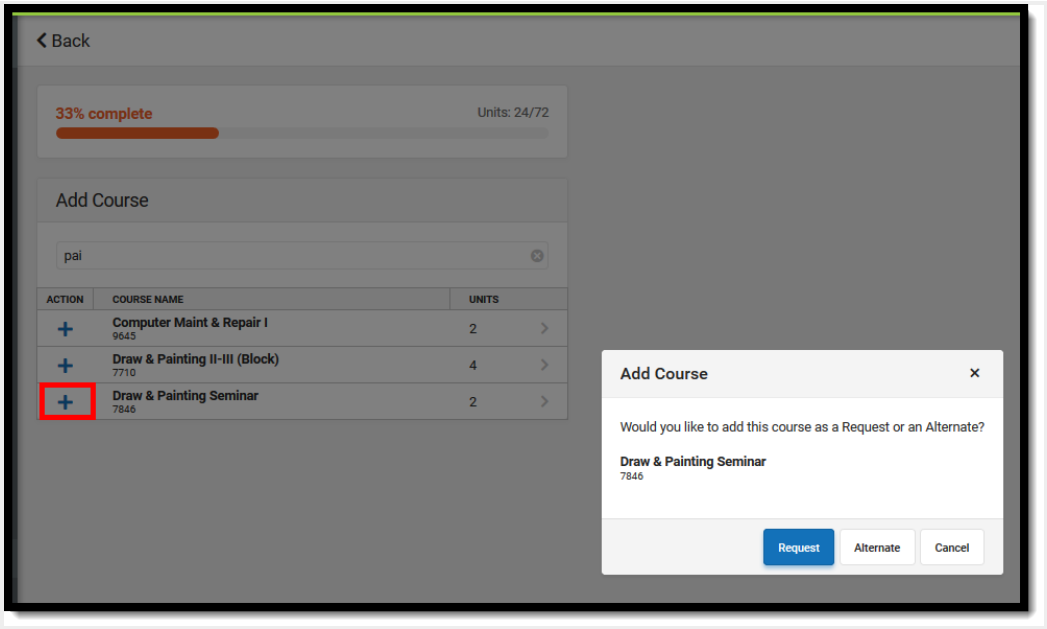
1. Click the **Add Course** button. A list of courses available for selection displays.
2. Begin typing the name of the course in the **Search** field. Matching results display below the search field.
3. Select the desired **Course**. Information about that course (how many units and a description of 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**.

Repeat these steps until you have a complete or near complete schedule.

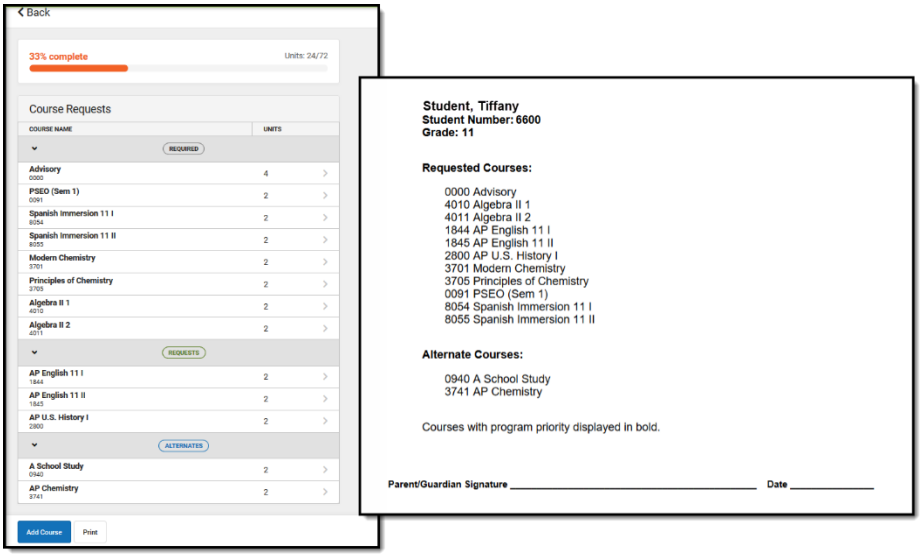


For a faster way to request courses:

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**.



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.