Student Directions for Registering for Courses
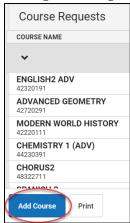
All student requests are entered as Requests or Alternates. Requests should be entered in the order of preference and will be handled by the school prior to Alternates. Requests can be switched to Alternates at any time and Alternates can be switched to Requests at any time.

1. Log into the **Campus Portal.**

2. Click on **More** under your name on the left panel.

3. Click **Course Registration**.

4. Under *Course Registration Enrollments*, select the enrollment for the upcoming school year.

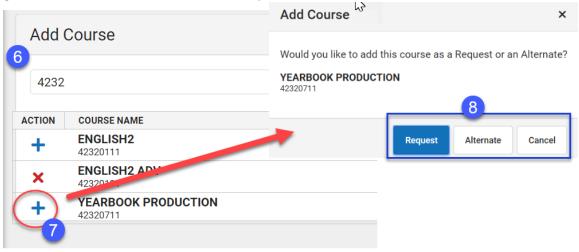5. To begin adding course requests, click the [blue] **Add Course** button. (See sample below)

6. Type in either the course number or course name (use the Course List for the course numbers).

7. Click the [blue] plus symbol to add the course.

8. When the "Add Course" box displays, select *Request, Alternate or Cancel*. Remember Alternates get filled after all master schedule requests and electives have been filled or considered.

9. Repeat Steps 5-8 to add additional requests.

10. Students must have 8 requested courses and 3 alternates (for electives only). If you don't have electives chosen for your 8 courses (meaning you have selected all graduation requirement and magnet required courses and do not have room in your schedule for alternates) - you do not have to add alternates.   If you have chosen a study skills as an elective – you will automatically receive that course.