

Instructions for Entering Course Requests in Campus

- Login to the computer
- Login to the STUDENT portal.
- Click MORE on the left side menu
- Click Course Registration
- Click 2026-2027 HS
- Click on Add Course
- Search by Course Number
- Click on the Course Title for a description of the course
- Click on Add Request
- Click the BACK button on PORTAL (not on your browser) after each request is entered to return to the main course menu
- Watch the progress bar at the top of your screen until it shows 100% (16 of 16)
- Request Alternates using the same process – except click “Add Alternate”
- **Must request 4 alternates**
- Click Back button to return to course request overview page
- Double check to be sure you requested 4 alternate courses
- Click Log Out in the top right hand corner – requests are automatically saved

All classes will show up under requested or alternates on the portal.