

LMS Course Registration Directions

2022-2023

- You will be using the Infinite Campus Parent or Student Portal to select which **elective** classes you are interested in taking for the 22-23 school year.
- **Registrations must be completed in Infinite Campus by Friday, February 11, 2022.** Students should not register until after they have attended a counselor presentation about registration. These presentations are scheduled the weeks of January 19th or 24th for current 6th and 7th graders (during class), and January 26 at 6pm for current 5th graders. All registrations that are submitted on time will be considered equally for class placements; registering earlier does not guarantee class placements.
- The number of electives you can choose depends on whether you are taking a music class, a foreign language class, and a semester or full-year of PE. **Please review the Scheduling Flowcharts at the end of this handout to determine how many electives you are able to select.**
- When you sign in, you may see that some of your core classes such as Science, English Language Arts, and Social Studies have already been entered. You cannot alter these selections. Exact math classes will be entered based on teacher recommendations later in the school year and will appear as “Math Placement TBD” on all student schedules. Other courses, such as Study Support, Math Strategies and Reading Strategies will be scheduled later in the year and may affect your schedule as well.
- In addition to the electives you choose, you will also need to select alternate classes in case your top choices are not available. **Please select at least two alternate courses.**
- You should only add courses that you are interested in taking.
- When selecting electives, be sure to only choose courses for the grade level your student will be in **next year**. Courses with course numbers that start with a 6 are **only** for 6th grade students; course numbers that start with a 7 are **only** for 7th grade students, and course numbers that start with an 8 are **only** for 8th grade students. For example, if your student is registering for 6th grade, please do not select electives that have course numbers that start with a 7 or 8, such as 735 or 869.

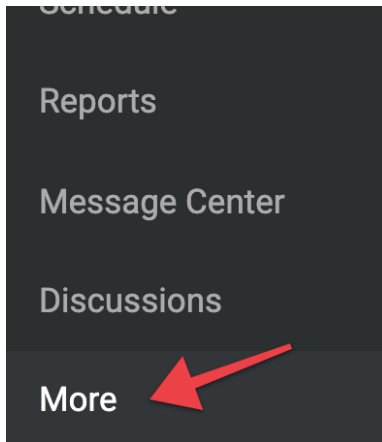
Steps for completing Online Course Registration

Step 1:

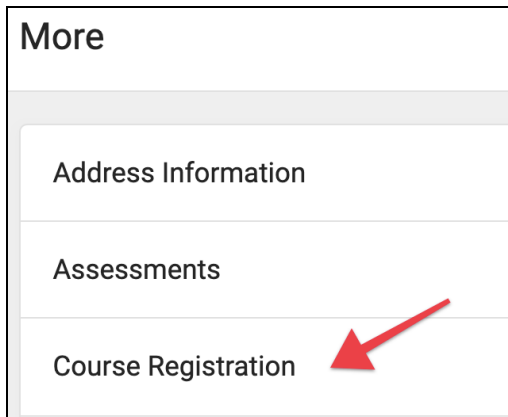
- Log into the Infinite Campus Parent or Student Portal.
- You can find the link here:
<https://laduemo.infinitecampus.org/campus/portal/ladue.jsp>
- Parents, if you do not remember your password, click on the Forgot Password link or email campus@ladueschools.net.
- If you need a portal account, fill out the form here: <https://tinyurl.com/w7xsqtk>

Step 2: Navigate to the Course Registration section

- Click on More in the left menu



- Click on Course Registration (**NOT Online Registration**)



- Click on 22-23 Ladue Middle School

The screenshot shows a web interface with a header titled "Course Registration Enrollments". Below the header is a white box containing the text "22-23 Ladue Middle School" and a right-pointing chevron icon.

Step 3: Select Courses

- Select Add Course

The screenshot shows a web interface titled "Course Requests". Below the title is a section labeled "COURSE NAME" with a dropdown arrow. A list of courses is displayed: "ELA Workshop 1" (848), "ELA Workshop 2" (850), "Science 8" (830), and "Social Studies 8" (840). At the bottom of the list, there is a blue button labeled "Add Course" and a white button labeled "Print". A red arrow points to the "Add Course" button.

- Refer to the Curriculum Handbook and type in the Course Number or Course Name of the course you'd like to select and press enter or return to search for the course.

The screenshot shows a web interface titled "Add Course". Below the title is a search bar with the placeholder text "Search Courses".

- Select Add Course or Add Alternate and then click on the Back button to select another course.

< Back

50% complete

781 - Art 7

QT1 - Middle School Transcript Credits: 0.250
QT3 - Middle School Transcript Credits: 0.250
QT4 - Middle School Transcript Credits: 0.250
QT2 - Middle School Transcript Credits: 0.250
Units: 4
No course description.

Add Request
Add Alternate

If you want to delete a request that you have made, click on the Back button and then select Delete Request.

873 - Art 8

✓ REQUEST

QT1 - Middle School Transcript Credits: 0.250
QT3 - Middle School Transcript Credits: 0.250
QT4 - Middle School Transcript Credits: 0.250
QT2 - Middle School Transcript Credits: 0.250
Units: 4
No course description.

Convert to Alternate
Delete Request

Before you finish, please make sure the information in the top bar says “**100% complete**” and you have **72/72** units selected. If you have more than 72 units scheduled (for example, 74/72), you have selected too many electives and need to remove one or more electives or change them to alternates.

100% complete
Units: 72/72

Step 4: Print and sign the request form

When all courses and alternates have been selected and you have 100% complete and 72 units showing in the top bar, click on the Back button and then **Print** to print out the form. **Sign** the form and return it to the registrar, Ammarra Berry.

[< Back](#)

100% complete

Units: 72/72

Course Requests

COURSE NAME	UNITS	
REQUIRED		
Advisory 8 801	8	>
Algebra 1 819	8	>
Science 8 830	8	>
ELA Workshop 1 848	8	>
Social Studies 8 840	8	>
ELA Workshop 2 850	8	>
REQUESTS		
Art 8 873	4	>
PE Semester 8 8950	4	>
Spanish 8 872	8	>
Band 8 861	8	>

[Add Course](#) [Print](#)

Requested Courses:

848 ELA Workshop 1
850 ELA Workshop 2
870 French 8
864 Orchestra 8
895 PE/Health/F/8
830 Science 8
840 Social Studies 8

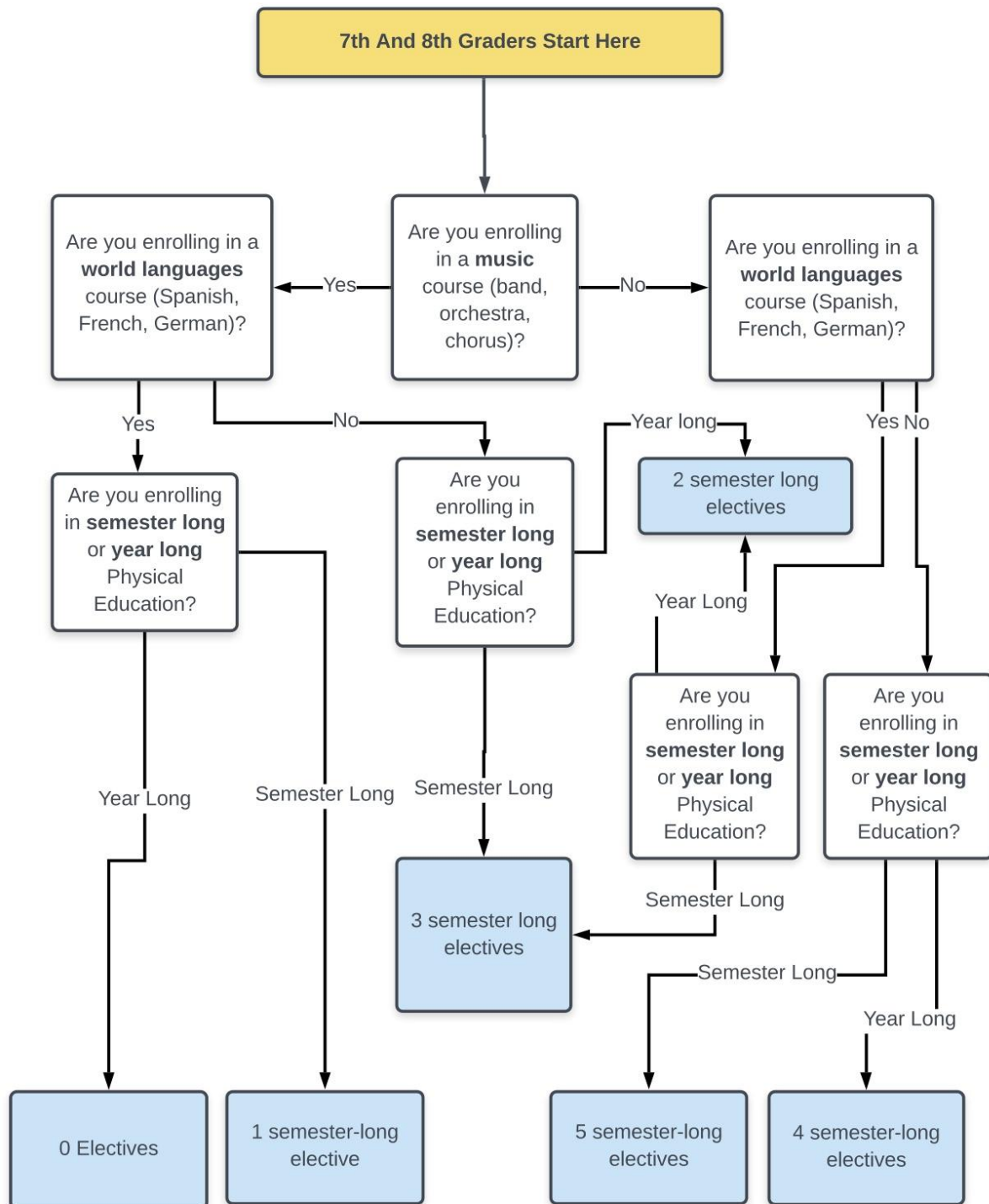
Courses with program priority displayed in bold.

Parent/Guardian Signature _____ Date _____

Step 5: Special Considerations

If you have any special considerations that you would like to be considered during the scheduling process, such as sharing your learning style, please make sure to write it on the request form. All requests **MUST** be noted on this form to be considered.

Scheduling Flowchart - Registering for 7th or 8th grade



Scheduling Flowchart - Registering for 6th grade

