

Information for Course Request for 2025-2026 School Year

Steps for Course Requests:

1. Log into Infinite Campus
2. Click on the 3 lines at the top
3. Click more
4. Click Course Registration
5. Click 25-26 Course Registration
6. You will search for the classes you are requesting. Do not type the entire class name; three letters should be enough. You will add the courses as requests.
 - a. You can also click more and scroll through the classes to add.
7. Several classes (Language Arts/English, Science, Math, Social Studies, PE, and Health, etc. -only 8th grade) will be loaded for you. You will not need to select any courses in the first section of your registration sheet.
 - a. If you are choosing a year-long class (Foreign Language, Band, Choir, Language Arts), you will need to choose both the fall and the spring semesters for these. This means you will need to go in and choose it twice, once choosing the course number with the F, and once choosing the course number with the S.
 - b. If you are wanting to take an advanced English/Language Arts course, there is a form that your parent/guardian will fill out to request that.
 - c. 8th grade only - If you are recommended for the accelerated science course, your family will receive a letter in May and at that time parents can request that you be put into the accelerated course, we will change your science at that time if necessary.
8. Once you have entered all your requests, double check that every course that is on your paper template has been entered on Infinite Campus (check for both semesters of yearlong classes), and then take a SCREENSHOT of what you requested. **This is important.**
 - a. WHY: Once this has been completed, you will not be able to see your course requests through Infinite Campus and unless you have a record of the work you did today, *you* will not have any record of your requests. This step allows you to have access to your course requests throughout the spring and summer for reference.
 - b. Once selections have been finalized your parent/guardian will receive a copy of your course selections to approve.

PLEASE REMEMBER:

1. You will not be able to change your schedule in August. Make good choices that benefit you and your future.
2. Make sure you have added both semesters of a year-long course. I.e. Spanish 1 is two semesters. You will search SPA twice; once to add semester 1 (it will have an F in the code) and once for semester 2 (it will have an S in the code)

Student Checklist:

1. Did you take a screenshot of your course requests?
2. Is the photo of your course requests saved in a place where you can refer to it if needed - even

during the summer months?