

Online Registration Process using the Infinite Campus App

1. Log into Infinite Campus Portal
2. Click on:  on the top left corner.
3. Click on: **More**
4. Click on: **Course Registration**

For next school year, all students can register at Hamilton or at Chandler Online Academy (COA). Students can enroll full time at Hamilton, taking 6 Classes, or full time at COA taking 6 Classes there, or a combination. For example, you can do 5 classes at Hamilton and 1 at COA, or 4 at Hamilton and 2 at COA. Not all classes requested at COA may be available. We encourage you to enroll at Hamilton whenever possible. Those enrolled in 4 or more classes at COA will be considered full time COA students and will have a COA Counselor.

5. Click on: **2022 - HHS – Regular**

Your core classes may be listed already. If you want to take a different level/course, please add the new course as an alternate.

6. Click on: **Add Course**
7. Click on: **Search Course**

Type in the name of the course in the search field. You may also use your registration form to find the correct course number and search using that. *You may only register for classes listed on your grade-level registration form.*

8. Click on **+ sign to the left**, Click “Request”. Request A and B.
9. Once requested, Click “Back”. **When you have 6 classes you are done**
10. Remember, add both semesters for each class (A and B) for example Eng100A and Eng100B

Seniors who are on track to graduate may take 4 classes. This is only an option senior year. To add a 5th and 6th hour release you must add “No Class 5” and “No Class 6”, both A and B.

Once you return to the previous page (Back), you will see the number of units requested, percent complete, and requested courses. **Sem. classes = 2 units. Year-long class (both A and B) = 4 units**

- ALL student have “No Zero Hour” and “no 7th Hour” marked in the system. This takes **8 units**. When you add your 6 classes, you should have a **total of 32 units**. If you **do** want to take a Zero Hour class, please add the extra class as one of your alternates. When you meet with your counselor, we will delete the “No Zero Hour” placeholder.
- LDS students: Please enroll in 5 classes at Hamilton + Release Time RLT100A/B (Seminary) and 1 class at COA or a 7th class for Zero Hour at Hamilton.
- Units at COA will not be added to units at Hamilton. You need a combined total of 6 classes.

If you want to remove a previously requested class, you can click on the class and then click at the bottom of the screen where it says “delete request” Click Back to delete another class

Some classes are not available for enrollment online now: Peer Facilitator/Student Aide. Counselors will add those for you when we meet. Log off- Thank you.

***Students signing up for COA classes for 2021-2022 school year: If you sign up for a FULL YEAR class, you will be required to complete the full credit at COA. Also, the only courses offered at COA for upcoming year will be all Florida Virtual (so Linear, Honors Science Research, CTE, etc. will not be offered).