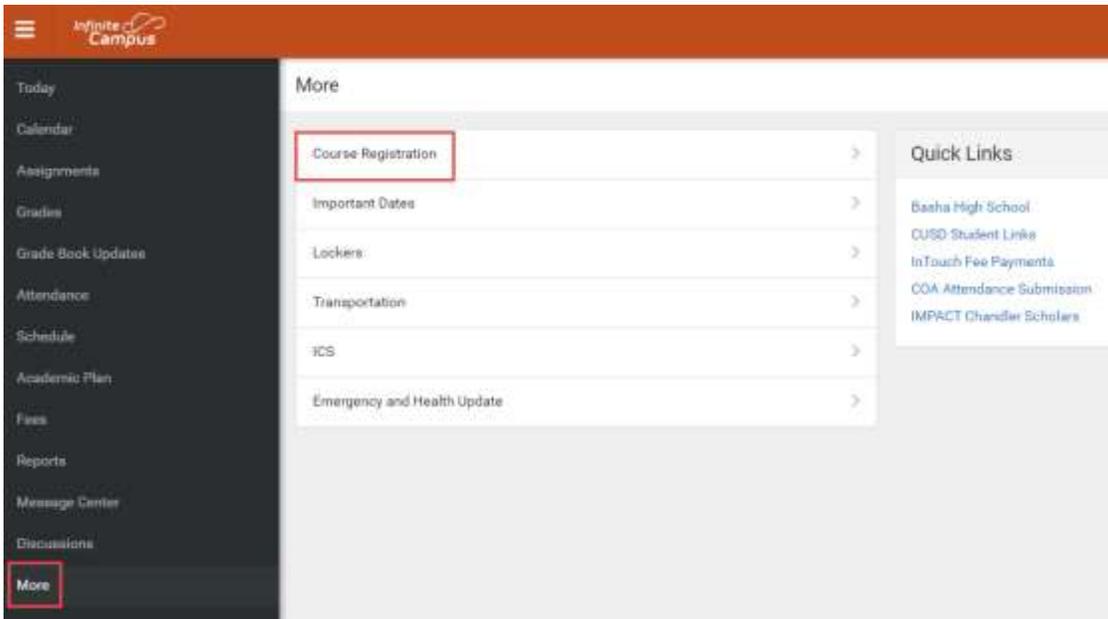


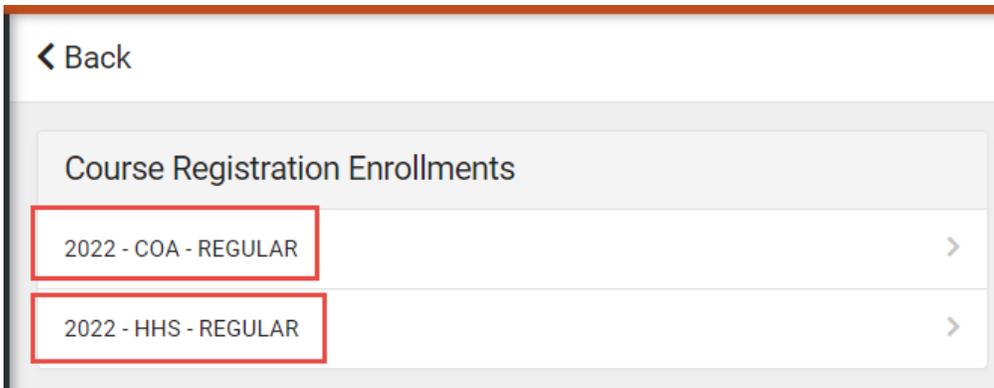
## Online Registration Process

### 1. Pathway for Students: Log into Campus Portal > Click on More > Click on Course Registration

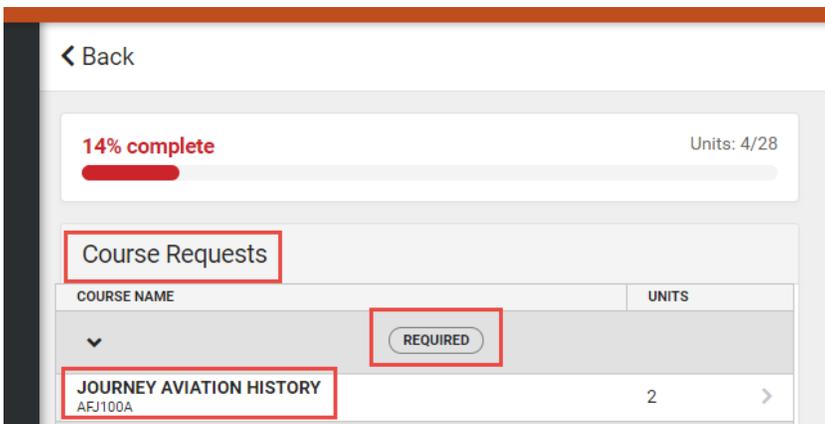


### 2. Click on School Name

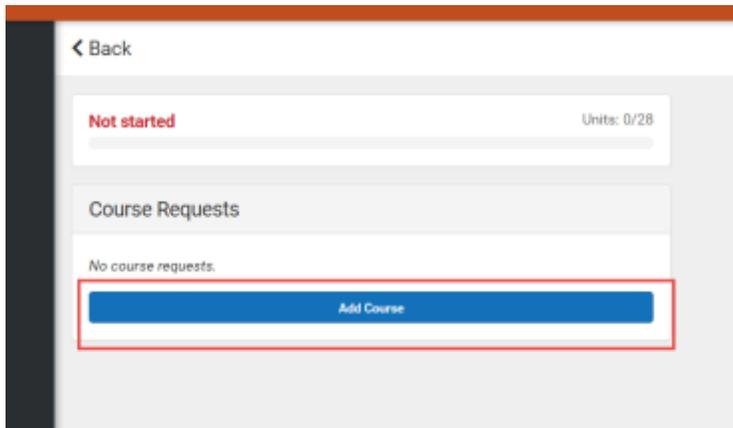
For the 21-22 school year, all students will have COA (Chandler Online Academy) as well as Hamilton for course registration options. **If you are only taking classes in person, please ignore the COA button.** If you are taking classes online and in person, remember that you may only take a TOTAL of 6 classes between both schools.



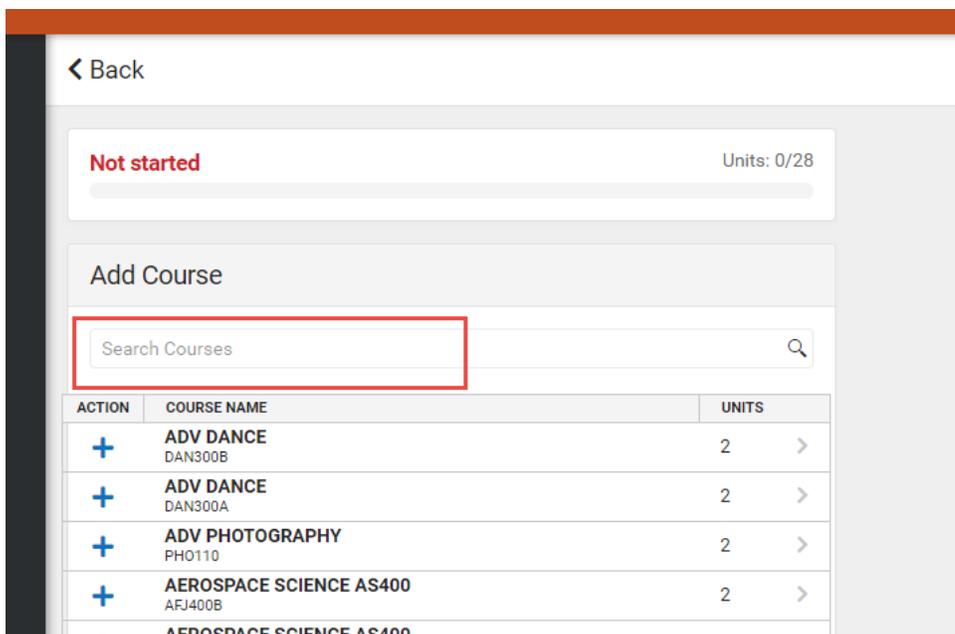
### 3. Your core classes will be listed. If you want to make a change (for example, from regular to honors) add the other course as an alternate.



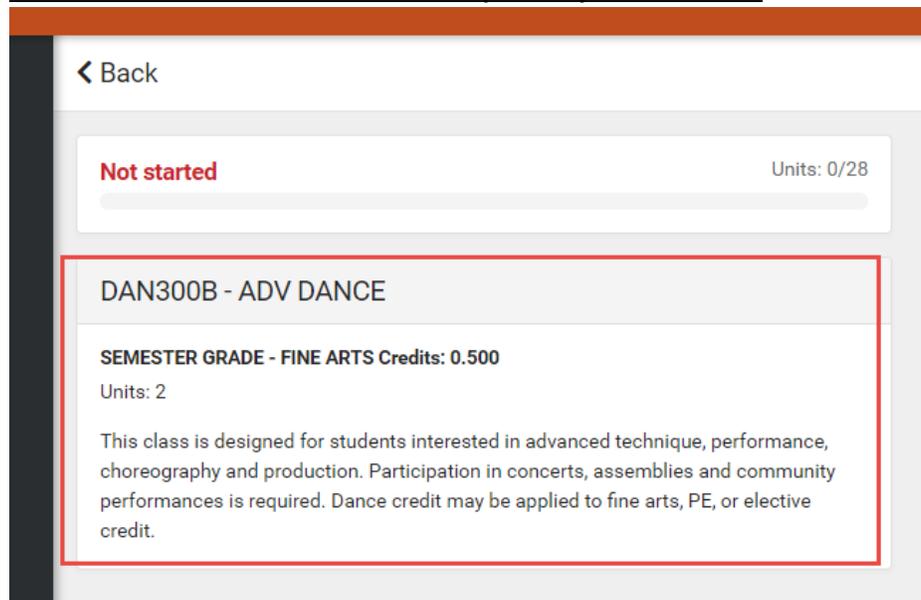
4. Click “Add Course”



5. Type in the name of the course in the search field. Any part of the name will show up in the list. If they have the course number, they can search by that as well.

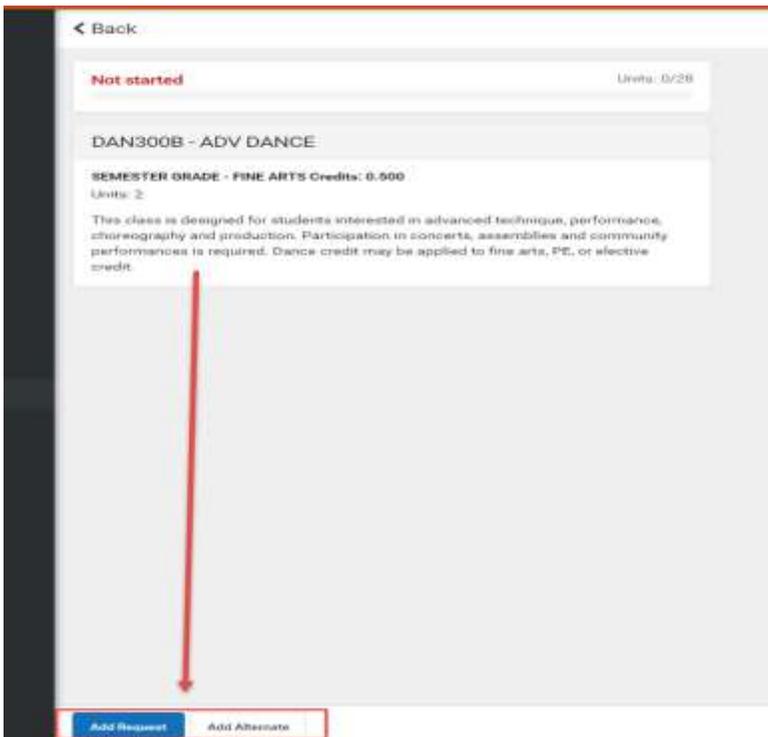


6. Click on the course to see course description if you would like.



7. If you want to add the class, click “Add Request” at the bottom of the description page

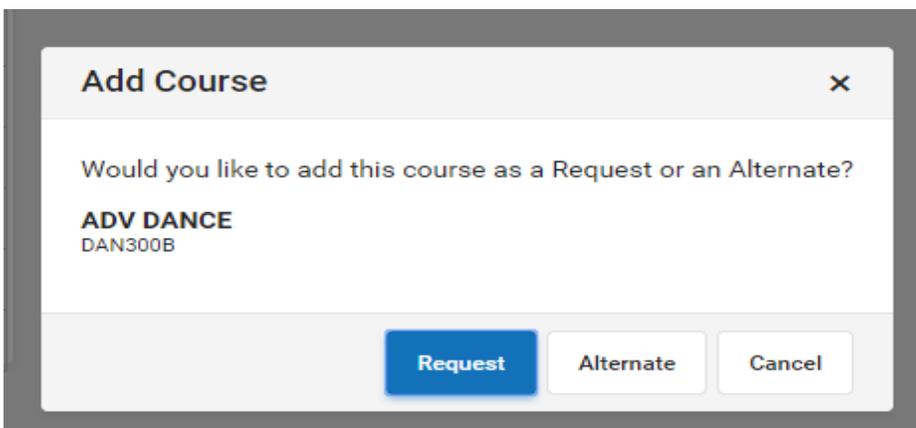
You can add it as a class (first choice) or an alternate (back up or a change from the required class that is pre-loaded for you).



8. You can also add from the main search results page, without viewing description if desired, by clicking the “+” sign to the left of the course name.



9. You will then be able to choose “Request” (First choice) or “Alternate” (Back up choice)



10. Once you return to the previous page, you will now see the number of units requested, percent complete, and list of requested courses. A full schedule will be 32 units.

The screenshot shows a user interface with a header bar containing a back arrow and the text '< Back'. Below the header is a progress bar labeled '7% complete' with a red bar and a 'Units: 2/28' indicator. A section titled 'Course Requests' contains a table with the following data:

COURSE NAME	UNITS
▼	REQUESTS
ADV DANCE DAN300B	2

11. If you want to remove a previously requested class, click on the class and then click at the bottom of the screen where it says "delete request"

The screenshot shows a course detail page for 'DAN300B - ADV DANCE'. At the top, it indicates '36% complete' and 'Units: 10/28'. The course title is 'DAN300B - ADV DANCE' with a 'REQUEST' button. Below the title, it lists 'SEMESTER GRADE - FINE ARTS Credits: 0.500' and 'Units: 2'. A paragraph of text describes the course: 'This class is designed for students interested in advanced technique, performance, choreography and production. Participation in concerts, assemblies and community performances is required. Dance credit may be applied to fine arts, PE, or elective credit.' At the bottom of the page, there are two buttons: 'Convert to Alternate' and 'Delete Request', with a red arrow pointing to the 'Delete Request' button.