



ONLINE REGISTRATION INSTRUCTIONS

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 Basha or at Chandler Online Academy (COA). Students can enroll full time at Basha, taking 6 Classes, or full time at COA taking 6 Classes there, or a combination. For example, you can do 5 classes at Basha and 1 at COA, 4 at Basha and 2 at COA, 3 and 3, 2 and 4 or 1 at Basha and 5 at COA. Not all classes requested at COA may be available. We encourage you to enroll at Basha whenever possible. Those enrolled in all 6 classes at COA will be considered full time COA students and will have a COA Counselor.

5. **Click on: 2022 - BHS - Regular**
6. **Click on: Add Course**
7. **Click on: Search Course**

Type in the name of the course in the search field. Any part of the name will show up in the list. If you have the course number, you can search by that as well. Click on the course to see course description.

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 or 1st and 2nd hour release you must add either "No Class 5" and "No Class 6" or "No Class 1" and "No class 2", both A and B.

Once you return to the previous page (Back), they 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**

- Future 9th-11th graders – When you are done enrolling in 6 classes, you will have 24 Units. Each year long class is 4 Units. $6 \times 4 = 24$. Your requests will be yellow. If you have 86% you are done.

- Students taking 7 classes, 6 classes and a 0 hour will have 28 units

- LDS students: Please enroll in 5 classes at Basha + Release Time RLT100A/B (Seminary) and 1 class at COA or a 7th class for Zero Hour at Basha. You will have 24 units at Basha and 2 units at COA, or 28 units at Basha.

- Units at COA will not be added to units at Basha. You need a combined 6 classes total.

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: Locker and Student Aide. Counselors will add those for you when we meet.