

# 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 Casteel or at Chandler Online Academy (COA). Students can enroll full-time at Casteel, taking 6 Classes, or full-time at COA taking 6 Classes there, or a combination. For example, you can do 5 classes at Casteel and 1 at COA, 4 at Casteel and 2 at COA, 3 and 3, 2 and 4 or 1 at Casteel and 5 at COA. Not all classes requested at COA may be available. We encourage you to enroll at Casteel 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 - CCHS - 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.

## Please DO NOT add Alternate classes, only submit the 6 classes in which you want to enroll

Seniors who are on track to graduate may take 4 classes. This is only an option senior year. To add a 5<sup>th</sup> and 6<sup>th</sup> 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**

- **Future 9<sup>th</sup>-11<sup>th</sup> 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.**
- **28 Units are for students wanting a "0" Zero hour.**
- Students taking 7 classes, 6 classes and a 0 hour, will have 28 units.
- LDS students: Please enroll in 5 classes at Casteel + Release Time RLT100A/B (Seminary) and 1 class at COA. You will have 24 units at Casteel and 2 units at COA.
- Units at COA will not be added to units at Casteel. 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.

Teachers are hired, and the master schedule is created, based on student requests. Please give careful consideration to your sections, as we will be unable to accommodate elective changes after schedules have been created. We can't guarantee you will get all your electives but, Counselors will do our best to accommodate your requests.

