

## 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. Students will enroll full-time at Casteel, taking 6 Classes, or full-time at COA taking 6 Classes there, or a combination.

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 for World Language and Academy classes.
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: SPA100A and SPA100B.

### Please ADD THREE (3) Alternate classes, only submit the 6 classes in which you want to enroll.

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 7<sup>th</sup>- 8<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.
- 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.**

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.