Welcome to Online Registration 2017- 2018 through Infinite Campus

Important information:

- The process saves automatically.

- Infinite Campus is organized by units for each course. A 1.0 credit class is 4 units. (Each unit is a quarter. 4 quarters=four units= 2 semesters= 1.0 credit). A 0.5 credit class is 2 units (Equal to 2 Quarters or 1 semester).

- There are 8 periods a day and four quarters per year so 8 x 4= 32 units. We recommend that you request 24 units (six periods per quarter). Then 4 units will be lunch and 4 units can be Academic Prep/Options.

# of units requested for:	Units selected/Total Units Possible
1 period all year	4 units/32 units
5 periods all year	20 units/32 units
6 periods all year	24 units/32 units
7 periods all year	28 units/32 units

- It is required that you select at least **3** alternate courses. Infinite Campus will only use these if you have a schedule conflict that cannot be resolved.

KEY DATES

|	
January 25-27	**Recommendation Days – Teachers will talk to you about what you can select for next year**
January 27-February 1	**Online Registration window is open for students to register for their classes online based on their teacher recommendations**
January 30-Februry 17	**Print off your course selections after you've registered online, have your parent sign and bring it to your registration appointment with your counselor. You will be notified as to when your appointment is scheduled.**

STEPS TO REQUEST COURSES:

1. Log in to Worthington Schools at www.worthington.k12.oh.us

2. Log in to Infinite Campus using your ID and password.
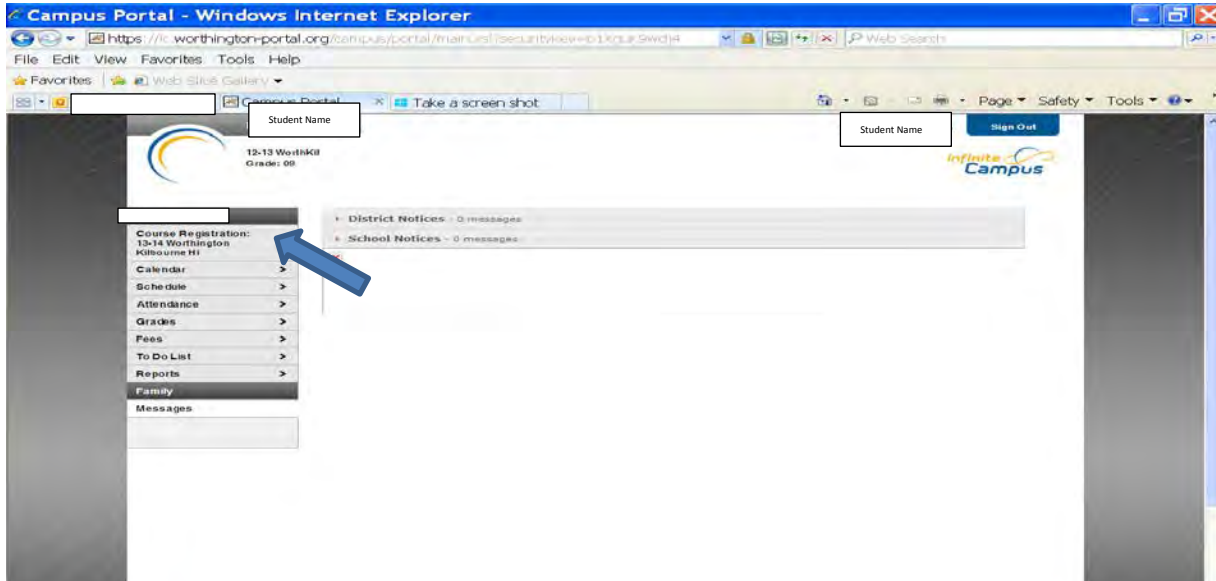
3. Click on "**Course Registration 14-15 Worthington Kilbourne**."
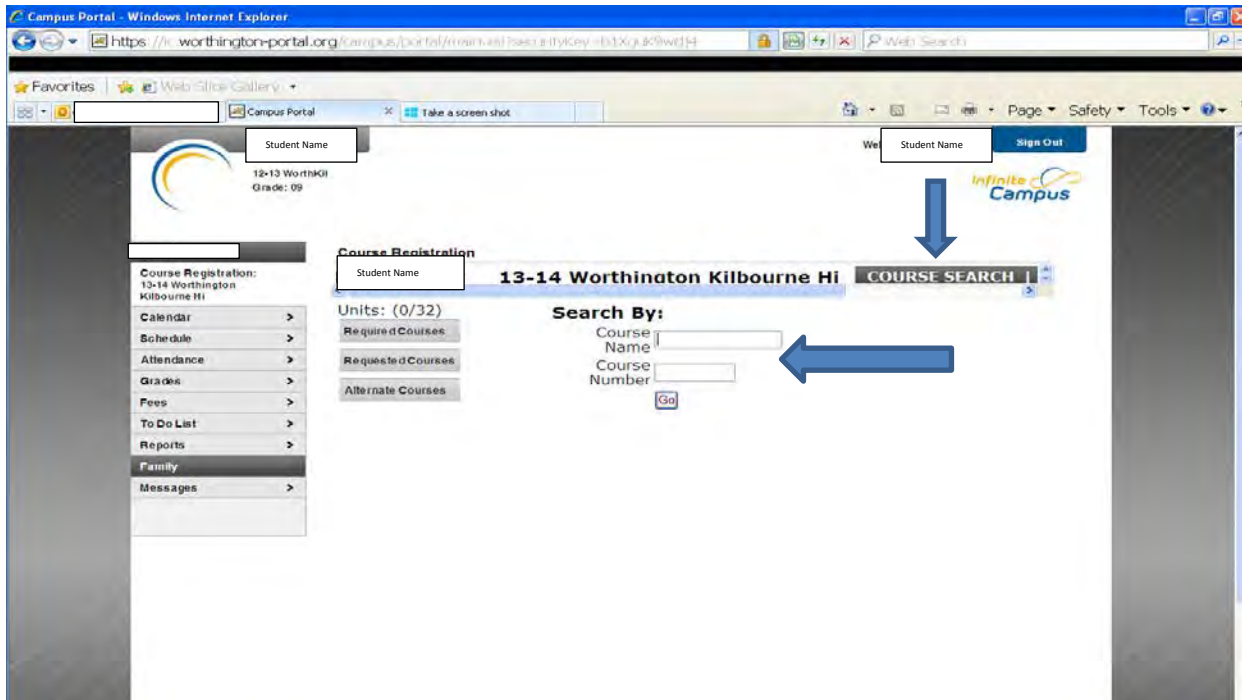
4. Click on "**Course Search**." Two boxes should then appear with "Course Name" and "Course Number." You may search using the course name or using the full course code. We recommend referring to your course selection sheet(s) for the valid **COURSE CODES** recommended by your teachers.
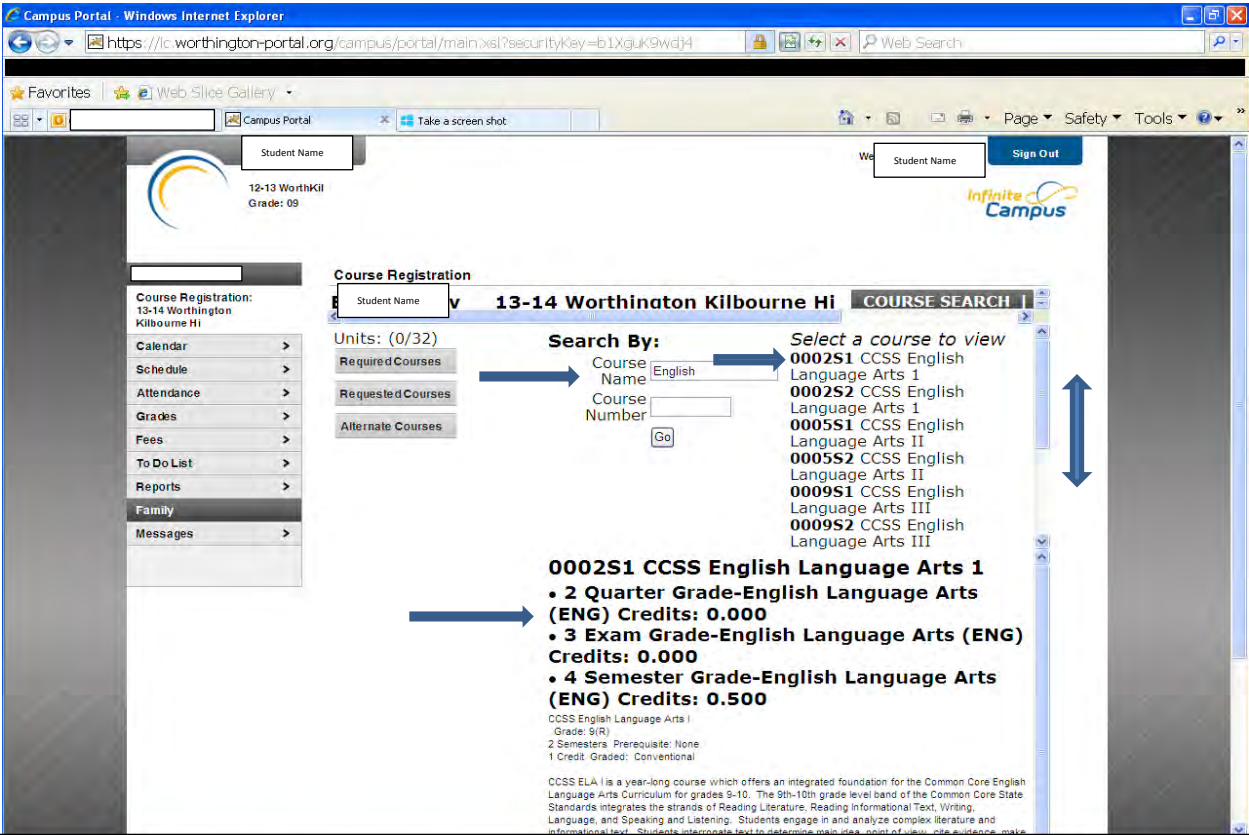
5. When a list of courses comes up, you may scroll up and down to find the course you need to register for. Click on the course and a description will appear at the bottom of the screen.
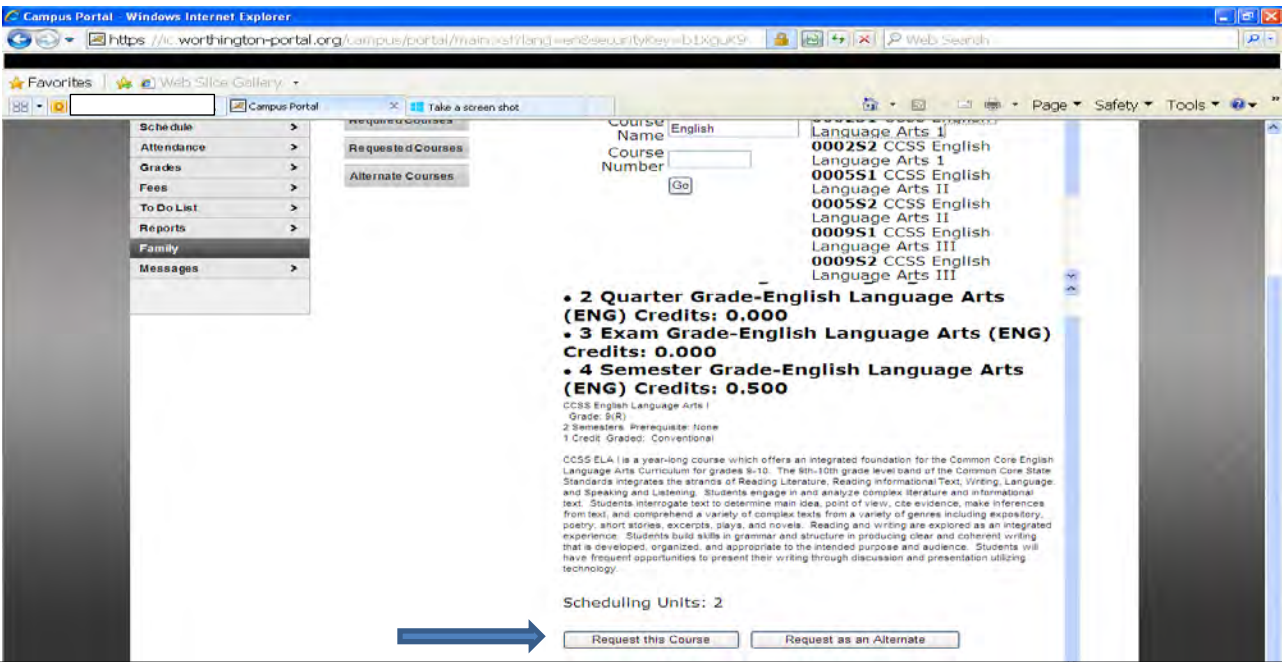
6. Scroll to the bottom of the page and click on "Request this Course." This course will now appear under "Requested Courses" on the left side of the screen. Repeat each step for all additional courses .
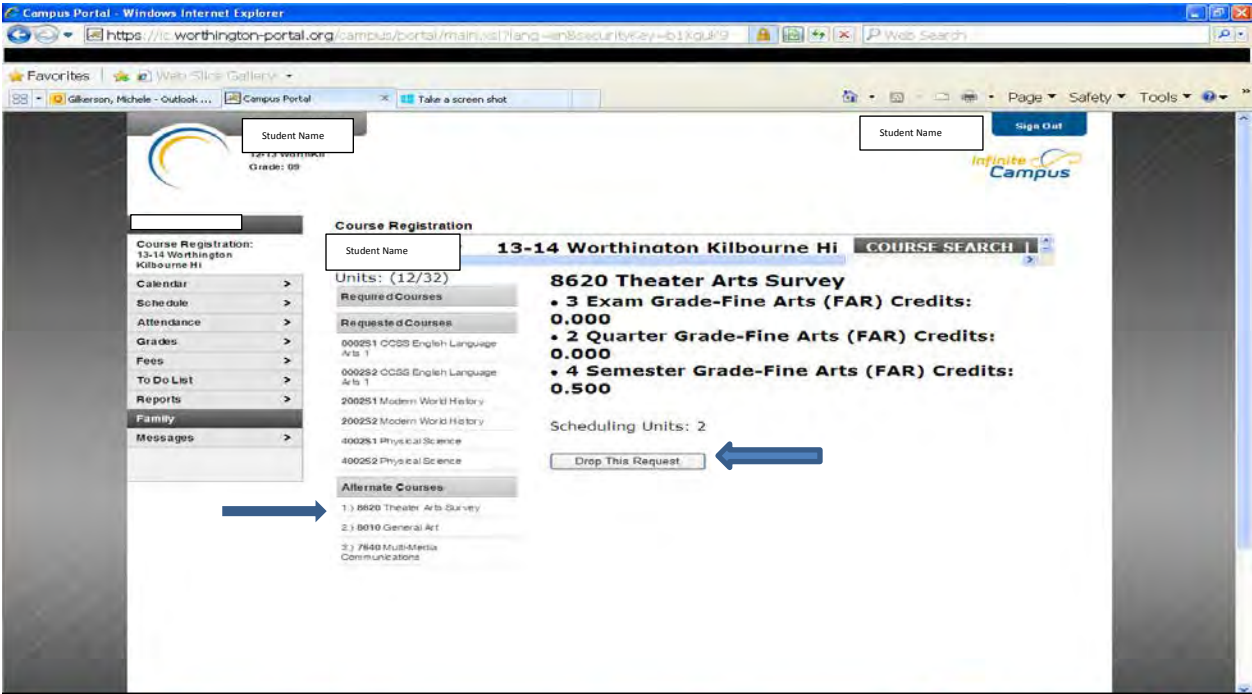
7. If you decide you'd like to delete a course from your requests and add a different course, select the course name under "Requested Courses" or "Alternate Courses." A "Drop this Request" box will appear. Click on this box and the course will disappear.
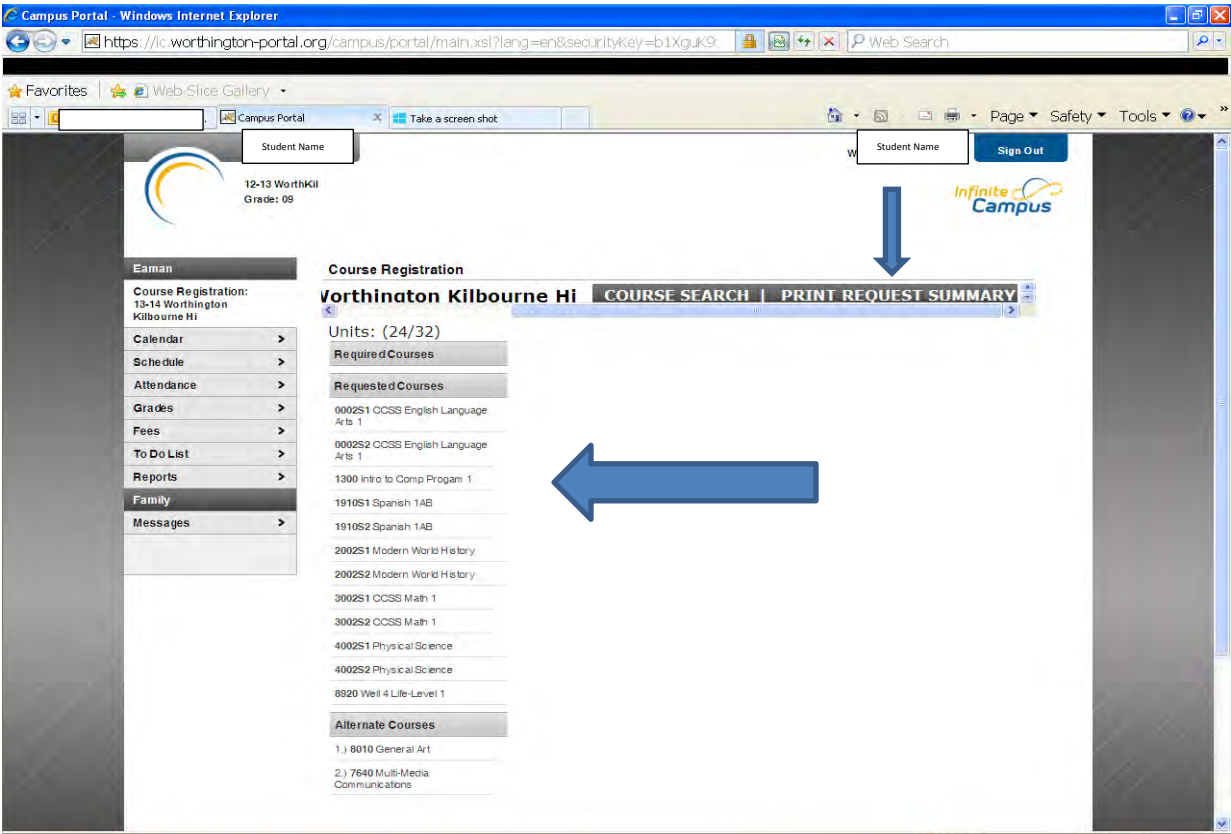
8. Review requested courses. Then click on "**Print Request Summary**" to print a copy of your requests.