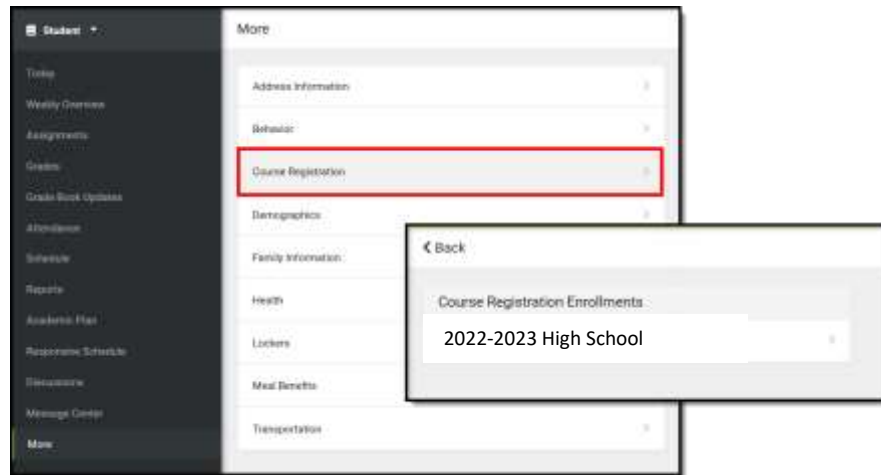


SEAFORD HIGH SCHOOL

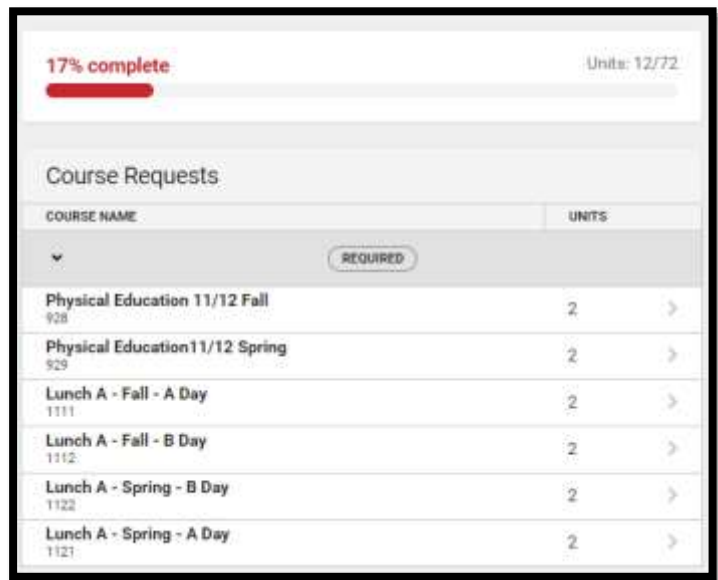
ONLINE COURSE SELECTION DIRECTIONS

SELECT ENROLLMENT

1. After logging in to Campus Student/Campus Parent, select **More** from the Index. Then select **Course Registration**. A list of Course Registration Enrollments displays.
2. Select the desired enrollment. This is usually the next school year's enrollment (if the current school year is 2021-2022 High School and you are currently in Grade 10, the next school year's enrollment is 2022-2023 High School where you will be requesting courses for Grade 11).



You are now ready to enter Course Requests. You will see you are pre-loaded for lunch and PE. Some other courses may also be recommended for next year.



REQUIRED, REQUESTED AND ALTERNATE COURSES

- Courses that your counselor or teacher added display as **Required**. Changes to these requests cannot be made (but you can discuss these choices with your counselor).
- Courses you requested display as **Requests**. These requests can be modified (changed to alternates, removed, etc.).
- Courses you requested as alternates display as **Alternates**. These requests can be modified (changed to requests, removed, etc.).
- Change a course request to an alternate by selecting it from your list of courses and clicking the **Convert to Alternate** button.
- Delete a request by clicking the red X from the Search Results or by selecting the course and clicking **Delete Request**.
- When your counselor begins adding courses to student schedules, requested courses and required courses are given a higher priority for placement on your schedule. Alternate course requests are placed when the requested or required courses cannot be placed.

COURSE UNITS

The Course Units total indicates how complete your schedule is. In this example, the student has a full schedule when they have requested 72 units. This number is based on how the school calendar is set up. The color of the progress bar changes depending on the number of units requested, as does the total completion of the circle. A complete schedule (100%, top number is the same as bottom number) is green.

Request as many courses as instructed by your counselor. If you cannot request that many courses, work with your counselor to complete the process. If you have a course plan, refer to that when requesting courses.

The screenshot shows a progress bar at the top with a red bar indicating 25% completion. The text "25% complete" is in red, and "Units: 18/72" is in gray. Below the progress bar is a table titled "Course Requests". The table has two columns: "COURSE NAME" and "UNITS". The first row is "Advisory 0000" with 4 units. The second row is "PSEO (Sem 1)" with 4 units. A "REQUIRED" button is visible next to the first row.

The first number (in this example, 18) indicates how many units the students have requested. The second number (in this example, 72) indicates how many total units are needed.

REQUEST COURSES

1. Click the **Add Course** button. A list of courses available for selection displays.
2. Begin typing the name of the course in the **Search** field. Matching results display below the search field.
3. Select the desired **Course**. Information about that course (how many units and a description of the course) displays.
4. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button. This adds the course as an alternate course in case you cannot be scheduled into other courses.
5. Return to the Add Course screen by clicking **Back**.
6. Repeat these steps until you have a complete or near complete schedule.

The first screenshot shows the "Add Course" screen with a search field and a list of courses. The second screenshot shows the details for "3741 - AP Chemistry", including a description and a button to "Add Request".

For a faster way to request courses:

1. Search for the course.
2. Click the blue plus sign on the left.
3. In the popup message that displays, select **Request**, **Alternate** or **Cancel**.

The screenshot shows the "Add Course" screen with a search field and a list of courses. A popup dialog titled "Add Course" is displayed, asking "Would you like to add this course as a Request or an Alternate?". The options are "Request", "Alternate", and "Cancel".

Review Course Requests

When finished requesting courses, review the requests you have made and make adjustments as needed.

If you are satisfied with your requests, click the **Print** button. This generates a PDF of your required and requested courses.

[← Back](#)

33% completed

1945-1977

Course Requests

Course Name	Credits	Status
Advisory		
Advisory 0000	4	0
Period (Term 1)		
Spanish Immersion II I 0000	2	0
Spanish Immersion II B 0000	2	0
Molecular Chemistry 0000	2	0
Principles of Chemistry 0000	2	0
Algebra II I 0000	2	0
Algebra II B 0000	2	0
Period (Term 2)		
AP English II I 0000	2	0
AP English II B 0000	2	0
AP U.S. History I 0000	2	0
Period (Term 3)		
A School Study 0000	0	0
AP Chemistry 0000	0	0

[Add Course](#) [Print](#)

Student: Tiffany
Student Number: 6660
Grade: 11

Requested Courses:

- 0000 Advisory
- 4010 Algebra II I
- 4011 Algebra II Z
- 1844 AP English II I
- 1845 AP English II II
- 2600 AP U.S. History I
- 3701 Modern Chemistry
- 3705 Principles of Chemistry
- 0091 PSEO (Sem. 1)
- 8004 Spanish Immersion II I
- 8005 Spanish Immersion II II

Alternate Courses:

- 0940 A School Study
- 3741 AP Chemistry

Courses with program priority displayed in bold.

Parent/Guardian Signature _____ Date _____