

# 2018-19 HIGH SCHOOL SCHEDULING DIRECTIONS

## DIRECTIONS FOR ACCESSING THE STUDENT REGISTRATION PORTAL ON INFINITE CAMPUS

**The registration portal for the 2018-19 school year is now open. All students MUST schedule online by Monday, February 12th.** Course requests are not finalized until you meet with your counselor, however; your preliminary course requests are an important part of the scheduling process.

1. Click on the link for the Infinite Campus Parent Portal located on the Hauppauge website.
2. Log into Infinite Campus and click on Registration 18-19 HHS. If you need assistance, please visit the HS Career Center across from the Guidance office.
3. Lunch and PE are already listed as required courses. If there is a question or concern please contact your counselor.
4. The 2018-19 High School Course Guide is available on the HS Website. Please review thoroughly before selecting classes.
5. To add an academic, elective or alternate course selection:
  - a. Click on course search
  - b. Put in the course number or name & click go
  - c. Click on the name of the course on the right
  - d. Click on Request this Course OR Request as Alternate
  - e. You can add or drop requested or alternate courses by clicking on the course name
6. All students must add academics and electives until your schedule is full at 72 units (or a minimum of 68 units). The number of units is listed above the requested courses. Seniors are able to request a SR Late Start and a SR Extended Late Start course.
7. You MUST add a minimum of 3 alternate courses, as there are times where your first choice elective cannot be scheduled. Carefully choosing alternate courses ensures that you are scheduled for courses in which you have an interest.