Course Registration Instructions for 2021-2022

Course Registration allows students to enter requests for courses in the next academic year. This is just a course request process; it does not guarantee placement into a course.

Please follow the steps below in the Campus Student Portal

1. Select Tab

a. After logging in to campus (https://sandi.infinitecampus.org/campus/portal/students/sandi.jsp), select **More** from the bottom of the index on the left column

b. Then select **Course Registration** — a list of Course Registration Enrollments displays

c. Select the **2021-22 High School** enrollment.

2. Request Courses

a. Click the **Add Course** button. A list of courses available for selection displays.

b. Begin typing the name of the course in the **Search** field. Search results display below the search field.

c. Select the desired **Course**. Information about that course (how many units and a description of the course) displays.

d. Add the course by clicking **Add Request**. Or, click the **Add Alternate** button. Students must enter at least 3 alternatives.

e. Return to the Add Course screen by clicking **Back**.

OR For faster entry, use these steps

a. Search for the course.

b. Click the blue plus sign on the left

c. In the popup message that displays, select **Request**, **Alternate** or **Cancel**.

3. Review Course Requests

When finished requesting courses, review the requests and make adjustments as needed. Changes can be made as long as the window for course requests is open.